REQUEST FOR COURSE SUBSTITUTION (See reverse for directions)

Attach a Copy of the Student Degree Progress Report (PDF Faculty Version)

Student: ___________________________ EMPLID: __________________

Major/Emphasis: ___________________________ Minor (if applicable): __________________

Campus: HBG ☐ GC ☐ Catalog Year: __________________

Substitution/Waiver Area (appropriate code indicated in parenthesis):*

- General Education. ..................... (GE)
- Major. .......................... (MJ)
- Emphasis .......................... (EMP)
- Minor .......................... (MNR)
- 64 HRS from a 4-year school. .... (64)
- 45 HRS of 300/400 level courses... (45)
- Last 32 HRS in residence. ........ (32)

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<th>Required Course</th>
<th>Substituted Course</th>
<th>Sub Area*</th>
<th>Justification</th>
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Required Signatures (see instructions on reverse to determine needed signatures)

- Major Adviser ___________________________ Date _________________
- Major Director/Chair ___________________________ Date _________________
- Dean of Student’s major ___________________________ Date _________________
- Gen Ed Director/Chair ___________________________ Date _________________
- Gen ED Dean ___________________________ Date _________________
- Provost ___________________________ Date _________________

Note: These changes are effective only for the emphasis & catalog year specified above. If the student changes his/her major area, emphasis area, or bulletin year, these substitutions must be resubmitted for approval under the new program.

12/2010
INSTRUCTIONS

**General Education (GE) Substitutions:**

The General Education Curriculum is composed of 38 hours divided among five categories. (See page 98-103 of the 2006-07 Bulletin for more information)

1. **Written & Oral Communications (8 hrs minimum and at least 4 courses)**
   - ENG 101 and ENG 102 and Senior Capstone and one upper level “writing intensive” course

2. **Basic Science & Mathematics (11 hours)**
   - MAT 101 (or higher-numbered course) and two (2) science lecture/lab components

   *Note:* BSC 103 & Lab cannot be taken in combination with BSC 110 or 111 to meet the general education curriculum requirement. Likewise, BSC 110 & Lab and BSC 111 & Lab cannot be taken in combination with BSC 103 to meet the general education curriculum requirement.

3. **Global History & Culture (12 hours)**
   - ENG 203 and HIS 101 or HIS 102 and one humanities elective (HIS 101, HIS 102, PHI 151, REL 131) and one social science elective (ANT 101, GHY 101, SOC 101).

   *Note:* Any student taking GHY 101 to fulfill the social science elective may not fulfill the science requirement by taking GHY 104/104L or GHY 105/105L.

4. **Aesthetic Values (3 hours)**
   - ART 130 or DAN 130 or MUS 365 or THE 100

5. **Decision Making & Responsibility (3 hours)**
   - ECO 101, PHI 171, PSY 110, PS 101, COH 100, COH 101

A student *may* be granted substitutions for the above GE requirement via the following procedures (listed in action order):

1. Adviser of student's major approves.
2. Chair of student's major approves.
3. Chair of Gen Ed course to be substituted approves.
4. Dean of the Gen Ed course to be substituted approves.
5. Provost approves.
6. ACA member of student's college processes approved substitution.

**Minor Substitutions:**

Any substitution in a minor requirement must be approved by the Director/Chair of the minor. Any substitution will be forwarded to the ACA member of the college offering the minor for processing.

**Major/Emphasis/College Core Substitution:**

A student may be granted substitutions for a major/emphasis or college core requirement via the following procedure:

1. Adviser approval.
2. Director/Chair of student’s major/emphasis.
3. Dean of the major/emphasis course.
4. ACA member of student’s major/emphasis/core for processing.

12/2010