



**UNDERGRADUATE  
STUDENTS ONLY**

**SUBSTITUTION REQUEST:**       General Education Requirement       Major Requirement

NAME: \_\_\_\_\_ STUDENT I.D.# \_\_\_\_\_ MAJOR: \_\_\_\_\_  
 LAST FIRST M.I. CONTACT # \_\_\_\_\_ Addt'l Major \_\_\_\_\_  
 MINOR: \_\_\_\_\_  
 Addt'l Minor \_\_\_\_\_

1. In Column A, indicate the following:
  - a. The prefix, number and title of the course
  - b. The number of credit hours received
2. In Column B, indicate the following
  - a. The prefix, number and title to the required course to be replaced.
  - b. The number of semester hours of the required course.
3. If the substitute course was not completed at UOG, indicate the institution where you took it:
  - a. \_\_\_\_\_
4. Sign the form and obtain the recommendations from A or B:
  - a. General Education Requirement: requires Advisor and Chair and/or Dean offering the course.
  - b. Major Requirement: requires Advisor and Chair and/or Dean of your major.
5. Return completed form to the Office of Admissions and Records for Registrar's approval.

COLUMN A		COLUMN B	
COURSE NO. & TITLE OF SUBSTITUTE COURSE	CREDIT HOURS	COURSE NO. & TITLE OF UOG REQUIRED COURSE	CREDIT HOURS

STUDENT'S SIGNATURE / DATE \_\_\_\_\_

ADVISOR'S SIGNATURE for RECOMMENDATION / DATE \_\_\_\_\_

Action by Department Offering the Course

- Recommended  
 Not Recommended

Department Chair Offering Course / Date \_\_\_\_\_

Action by College Dean

- Recommended  
 Not Recommended

Dean's Signature / Date \_\_\_\_\_

Action by Director of Admissions & Records

- Recommended  
 Not Recommended

Registrar's Signature / Date \_\_\_\_\_