



**Benedictine**  
University  
Mesa

## COURSE SUBSTITUTION FORM

Student Name \_\_\_\_\_

Student ID # \_\_\_\_\_

(Please Print)

Benedictine University allows course substitutions when there is a compelling reason to do so. All course substitutions must maintain the integrity of the degree and comply with the following guidelines:

- Course substitutions must be approved by the Faculty Advisor.
- If the substitution is for a course outside of the student's department, the appropriate Program Director must approve it along with the Faculty Advisor.
- Course substitutions will not reduce the number of credits needed to complete the student's program of study.
- For purpose of a documented disability, the student must provide the appropriate documentation to the Disability Resources Coordinator as part of this process. For more details concerning a documented disability and a course substitution request, information may be found on the College's Disability Resources web page.
- Decisions may be appealed. Please see the Registrar's Office.

Benedictine University Required Course				Requested Substitution			
Subject	Course Number	Course Title	Credits	Subject	Course Number	Course Title	Credits
Reason for Substitution (Please attach any documentation, such as emails, course descriptions, catalog offerings):							
Reason for Substitution (Please attach any documentation, such as emails, course descriptions, catalog offerings):							

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

REGISTRAR AREA:      Date Received: \_\_\_\_\_      Date Processed: \_\_\_\_\_      Initials: \_\_\_\_\_