

# REQUEST TO SUBSTITUTE A COURSE FORM

*Instructions: Please enter data via computer and print document; attach all documentation; secure approval from your academic advisor and your Department Chair. The document should then be submitted to the Office of the Dean for further processing.*

Student \_\_\_\_\_ J-Number \_\_\_\_\_

Major \_\_\_\_\_ Classification \_\_\_\_\_

Address (street, POB, city, state, zip) \_\_\_\_\_

Telephone/Home \_\_\_\_\_ Cellular \_\_\_\_\_ Work \_\_\_\_\_

## **JACKSON STATE UNIVERSITY COURSE THE APPLICANT IS REQUESTING TO HAVE SUBSTITUTED:**

Course Prefix/Number \_\_\_\_\_ Course Title \_\_\_\_\_ Credit Hours \_\_\_\_\_

Curriculum (Year/Major) \_\_\_\_\_

## **COURSE THAT THE APPLICANT IS REQUESTING BE USED AS THE SUBSTITUTE:**

Course Prefix/Number \_\_\_\_\_ Course Title \_\_\_\_\_ Credit Hours \_\_\_\_\_

Institution where taken \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_ Grade \_\_\_\_\_

### **Rationale:**

*Please state clearly your rationale for the substitution request. Attach copies of catalog descriptions, transcripts, and any other documentation to support your request. **YOUR FORM WILL NOT BE PROCESSED WITHOUT PROPER DOCUMENTATION TO SUPPORT YOUR RATIONALE.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE** \_\_\_\_\_ **STUDENT SIGNATURE** \_\_\_\_\_

### ***Recommendation and Approval Status:***

**DATE** \_\_\_\_\_ **ADVISOR** \_\_\_\_\_ **RECOMMENDED** \_\_\_\_\_ **NOT RECOMMENDED** \_\_\_\_\_

**DATE** \_\_\_\_\_ **DEPARTMENT CHAIR** \_\_\_\_\_ **RECOMMENDED** \_\_\_\_\_ **NOT RECOMMENDED** \_\_\_\_\_

**DATE** \_\_\_\_\_ **COLLEGE DEAN** \_\_\_\_\_ **APPROVED** \_\_\_\_\_ **NOT APPROVED** \_\_\_\_\_