

Policy Governing Course Substitution

The following guidelines apply to requests for course substitutions in degree and graduation plans to meet the requirements for graduation:

- Courses recommended for substitution credit must be comparable in terms of level, content and competency outcomes as indicated by course descriptions in the *Southern University at Shreveport Catalog* or most recent course syllabus.
- Technical subject courses cannot be substituted for general education courses (e.g., electronics for physical science).
- As a rule, major-specific courses cannot be substituted for general education courses (e.g., Principles of Teaching for Art Appreciation).
- Courses designated as core curriculum requirements in one category cannot be substituted for courses from another category (e.g., speech for history; math for art, etc.).
- Course substitutions must be approved by the advisor, the division dean, and Vice Chancellor for Academic Affairs. Upon approval, the dean must forward the course substitution form to the Registrar's Office.

STUDENT INFORMATION (to be completed by the student):

Name: _____ SUSLA ID#: _____
Last *First* *Middle*

Phone: () _____ SUSLA Skymail (Email): _____ @sus.edu

I request course substitution for the following course(s):

TRANSFER INSTITUTION							SUSLA			
Institution's Name	Course Prefix	Course Number	Course Title	C R H R S	G R A D E	TERM	Course Prefix	Course Number	Course Title	C R H R S

Detailed Rationale for Course Substitution Request:

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Student's Signature: _____ Date: _____

Advisor's Signature/Date

Division Dean's Signature/Date

Vice Chancellor for Academic Affairs' and Worforce Development Signature/Date

Registrar's Office Use Only
Date Processed: _____
Processed by: _____