

Augusta State University

Required Course Substitution Request

When the course to be substituted is not equivalent, whether transfer or ASU work, use this form to facilitate the substitution. If a transfer course is articulated with the desired direct ASU equivalent, a substitution is not necessary. Use the Examination of Transfer Work form for equivalent courses. Use the Target or Waiver Request form if targeting a course to a specific area when it can fulfill requirements in more than one place or waiving a course, area or other requirement.

Note: Courses at the 1000/2000 level may not normally be used for courses at the 3000/4000 level.

Required Course Subject & Number	ASU or Transfer Institution/Term	Substitution Course Subject & Number	Area	Credit Hours

Comments: _____

Student Name	Major	Dept. Chair of Required Course	Date
Student ID	Concentration	Dept. Chair of Major/Minor	Date
Academic Advisor	Minor	Academic Dean of Major/Minor	Date

All signatures required.
 If a course is being substituted within a student's Major – Department chair and Academic Dean of Major must sign.
 If a course is being substituted within a student's Minor - Department chair and Academic Dean of Minor must sign.

Substitutions will be reflected in CAPP compliances.