

GENERAL EDUCATION COURSE SUBSTITUTION FORM

Student Name: _____ **Student I.D. #:** _____ **Department:** _____ **Major:** _____

Transfer Course Request (complete this section of the form **only** if you have transfer credit for a course taken at a different accredited institution of higher education not addressed by an equivalency matrix or articulation agreement; attach copies of the course syllabus, catalogue description, and unofficial transcript)

Course Prefix and Number: _____ **Credit Hours:** _____ **Course Title:** _____ **Course Grade:** _____

College/University where course was completed: _____ **Semester and Year Completed:** _____

Required course prefix and number: _____ **Required course title:** _____ **Credit Hours:** _____

Additional comments: _____

SOSU Course Substitution Request (complete this section of the form **only** if you are requesting that a course taken at SOSU be substituted for another SOSU course; you may attach additional information supporting your request to this form)

Required Course Prefix, Number, and Title: _____ **Credit Hours:** _____

Substitution Course Prefix, Number, and Title: _____ **Credit Hours:** _____

Additional comments: _____

Request for General Education Course Requirement to be Waived (complete this section of the form **only** if you are requesting that a specific course requirement of general education at SOSU be waived; you may attach additional information supporting your request to this form)

Required Course Prefix, Number, and Title: _____ **Credit Hours:** _____

Reason for Request: _____

Student Signature: _____ **Date:** _____ **Acad. Advisor's Signature:** _____ **Date:** _____

Academic Department Chair's Signature: _____ **Approved:** _____ **Date:** _____

Dean of Academic School: _____ **Approved:** _____ **Date:** _____

Associate Dean, School of Grad. and Univ. Studies: _____ **Approved:** _____ **Date:** _____

University Registrar: _____ **Approved:** _____ **Date:** _____

Note: The Department Chair will determine if the student has met the learning outcomes of general education addressed by the required course; the Associate Dean and Registrar **only** will determine if substitutions/waivers have been consistently granted/denied.