# Request for Course Substitution

##

## Student Information

Name: Click or tap here to enter text.

Student ID: Click or tap here to enter text.

Major/Program: Click or tap here to enter text.

Academic Advisor: Click or tap here to enter text.

## Reason(s) for Substitution (check all that apply)

[ ]  Required course is no longer offered due to curriculum change.

[ ]  Course taken at another college matches student learning outcomes and course description but does not share the same name, course number, or ACTS equivalency.

[ ]  Required course is inaccessible based on an evaluation facilitated by accessibility services.

[ ]  Other – Please use the “Justification for Substitution” section below for a detailed explanation.

## Required Course Information

Course Name: Click or tap here to enter text.

Course Number: Click or tap here to enter text.

Is this course on the Arkansas Course Transfer System (ACTS)? Choose an item.

* For more information on ACTS, including course listings and descriptions please visit [ADHE ACTS Information](https://adhe.edu/students-parents/transfer-info-for-students).

Course Learning Outcomes:

Click or tap here to enter text.

## Requested Substitution Course Information

Course Name: Click or tap here to enter text.

Course Number: Click or tap here to enter text.

Course Learning Outcomes:

Click or tap here to enter text.

## Crosswalk of Learning Outcomes

|  |  |
| --- | --- |
| Required Course Outcomes | Substitution Course Outcomes |
| Click or tap here to enter text. | Click or tap here to enter text. |

## Justification for Substitution

Please provide a detailed justification for this course substitution.

Click or tap here to enter text.

## Additional Documentation

Please attach any supporting documents such as official transcripts, course descriptions, course syllabi, etc. It is the student’s responsibility to provide necessary documentation.

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

Student Date

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

Academic Navigator Date

## Signatures and Approvals

Approved: \_\_\_\_\_\_\_ Denied: \_\_\_\_\_\_\_

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

Academic Dean: Date:

Approved: \_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_

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

Vice Chancellor for Academic Affairs Date:

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

Registrar Date Processed