

NICHOLLS STATE UNIVERSITY
STUDENT REQUEST FOR COURSE SUBSTITUTION(S)

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STUDENT LAST NAME FIRST NAME MID/MAIDEN STUDENT ID

COLLEGE - CURRICULUM BULLETIN YEAR ANTICIPATED GRADUATION DATE

Note: When approving course substitutions, the following guidelines apply:

1. The substitute course must provide the same educational experience.
2. The substitute course must be at the same instructional level or higher.
3. The substitute course should enhance the degree program.

	SUBSTITUTION COURSE	NICHOLLS COURSE
Type of Requirement	Not Applicable	☐ University/GENED* ☐ College ☐ Dept
Course Name and ID		
Course Title		
Hours Credit		
Semester & Grade Earned		Approved: Denied: N/A: *VPAA Comments
University where taken		
**REASON FOR SUBSTITUTION		
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*VPAA APPROVAL Applicable only for University/GENED substitution requests

**POSSIBLE REASONS FOR SUBSTITUTIONS - thoroughly explain any requested University or GENERAL EDUCATION substitution

POSSIBLE REASONS FOR SUB:

AD Advisor's Discretion	CR Course Renamed or Renumbered
CS Computer Substitution	CW Computer Waiver
CN Course no longer offered	ME Medical Excuse
SR Satisfies Requirements	SC Scheduling Conflict for Required Course
TS Transfer Student	TE Transfer Equivalency
BOR Board of Regents Articulation	Other (explain)

Student Signature	Date	APPROVED:	Department Head Signature	Date
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APPROVED:

VPAA Signature*	Date
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***Applicable only for University/GENED requirements.**
 Completed forms shall be filed in official student academic folders in Dean's office.