

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:		S	SUSLA ID# 9000		
	Last	First	Middle		
Phone: ()	SUSLAS	Skymail (Email):	@skymail.susla.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:

Student's Signature:

Advisor's Signature/Date

Division Dean's Signature/Date

Date:

Vice Chancellor for Academic Affairs' Signature/Date

3050 Martin Luther King, Jr. Drive
Shreveport, Louisiana 71107
<u>www.susla.edu</u>

Phone: (318) 670-9229 FAX: (318) 670-6344 registraroffice@susla.edu

Registrar's Office Use Only

Date Processed:

Processed by:

RO: Request for Course Substitution: Revised 07/16:07/17-LR