

APPENDIX 3

South Georgia College

REQUEST FOR COURSE SUBSTITUTION

Student's Name _____

Student ID Number _____

Major _____

Advisor _____

Course Required _____

Substitute Course _____

Reason for Request _____

I understand that the substituted course may not transfer.

Date

Student Signature

Approvals

Advisor _____

Division Chairperson (Required Course) _____

Division Chairperson (Substitute Course) _____

Vice President for Academic Affairs _____

Registrar's Office _____

Date Received _____

This substitution is not official until it is signed by the Registrar's Office.

GUIDELINES FOR COURSE SUBSTITUTIONS

1. The following approvals are required: Advisor, Division Chairperson (Required Course), Division Chairperson (Substitute Course), Vice President of Academic Affairs, and Registrar's Office.
2. The substitute course should, as a rule of thumb, have some natural relationship to the required course. For example, the substitution of ENGL 2111 for ARTS 2205 would probably be an appropriate exchange since both are humanities courses and Core courses. On the other hand, substituting POLS 1101 for ACCT 2101 would not be appropriate since there is no natural correlation between the two courses.
3. In any case, substitutions involving P.E. must have the approval of the Chairperson of the Division of Health, Physical Education, and Recreation. (Rev. 01.07)