

# IAU | COURSE SUBSTITUTION REQUEST

A course substitution is a course that takes the place of a required course in a program's curriculum. Course substitutions must meet the content and/or spirit of the curriculum requirement. Course substitution requests may be completed and submitted by a staff member. A student may be approved for course substitution based on their academic history.

Students are limited to a maximum of three (3) course substitutions for each program of study in which they are enrolled, with the exception of quarter credit conversions and other limited exceptions. Substitutions may not be made across unrelated academic disciplines.

**Directions:** Provide the information requested below and email the completed form to [SSP@iaula.edu](mailto:SSP@iaula.edu).

STUDENT INFORMATION	
Student Name:	IAU SID #:
Telephone:	Program:
Email:	Status:

REQUIRED PROGRAM COURSE(S)	PROPOSED COURSE(S) TO SUBSTITUTE
Code/Title	Code/Title

REASON FOR SUBSTITUTION (Check all that apply)
<input type="checkbox"/> The general education course to be substituted is a requirement in the same general education area. <input type="checkbox"/> The core or major course to be substituted is in the same area as the required course or in a closely related area. <input type="checkbox"/> Disability and functional limitations in the academic area under discussion.

**\*\*\* ADMINISTRATIVE USE ONLY \*\*\***

CERTIFICATION (Electronic signature is acceptable)	
<input type="checkbox"/> Substitution is approved.	<input type="checkbox"/> Substitution is denied.
Comments:	
Adviser's Signature:	Date:

**Provide a copy to the student and file in the student's permanent file.**