

Request for Substitution

FULL NAME	
800-	
ID NUMBER	MAJOR
EMAIL ADDRESS	
TELEPHONE	
SIGNATURE	DATE

- This document is used to request that a course be considered to satisfy an academic requirement for which that course is not typically accepted.
- Any request to deviate from the requirements of your program must be pre-approved.
- Requests for substitutions in major requirements must be processed through your major department head.
- Requests for all other substitutions should be submitted to the associate dean of the College of Business.

TELL US ABOUT THE COURSE YOU WISH TO USE AS A SUBSTITUTE.	
Course Title (e.g. <i>Statistics for Psychological Sciences</i>)	
NMSU Prefix & Number (e.g. <i>STAT 271</i>)	Original Institution Prefix & Number (e.g. <i>PSYC 2317</i>)
When Taken (e.g. <i>Fall 2008</i>)	Grade Received (e.g. <i>B+</i>)
Where Taken (e.g. <i>El Paso Community College or NMSU</i>)	
Attach a course description in the form of a syllabus or catalog entry for the course you believe qualifies as a substitute.	

WHICH DEGREE REQUIREMENT WILL THIS SUBSTITUTION SATISFY?	
<input type="checkbox"/>	General Education Common Core Area? (e.g. <i>Laboratory Sciences</i>)
<input type="checkbox"/>	College of Business Requirement Course or requirement? (e.g. <i>STAT 251 or UD business elective</i>)
<input type="checkbox"/>	Major Requirement Course or requirement? (e.g. <i>MKTG 181 or Finance elective</i>)
<input type="checkbox"/>	Viewing a Wider World

RATIONALE	Why should this course be considered to satisfy the requirement checked above? Attach additional sheets as necessary.

FOR OFFICE USE ONLY			
APPROVED	DISAPPROVED	SIGNATURE	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
(RECOMMENDATION)	(RECOMMENDATION)	ACADEMIC ADVISOR / RECORDS SPECIALIST	
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		STUDENT'S MAJOR DEPARTMENT HEAD	
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		ASSOCIATE ACADEMIC DEAN	