# Request for Course Substitution

**Department of Computer Information Systems & Quantitative Methods**

<table>
<thead>
<tr>
<th>Student ID:</th>
<th>Date:</th>
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**Contact Information:**

- **Student Name:**
  - First
  - Middle
  - Last
- **Contact Address:**
- **Telephone #:**
- **E-Mail:**

**Student’s Major:**

**Course Information**

Information about course you wish to transfer

- **Course Number**
- **TXST Course #**
- **Course Title**
- **TXST Course Title**

**Course taken at:**

**Supporting documents that must be submitted:**

- Detailed Course Syllabus including a schedule of the topics taught each class period. □
- Unofficial Texas State Transcript □

If the above provides insufficient evidence, the following may also be required:

- Textbook (or class notes) □

**Departmental Approval for Course Substitution:**

- **Substitution Approved:** Yes □ No □

- **Chair Signature:**

- **Date of Determination:**

- **Comments:**

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*This letter is an electronic communication from Texas State University, a member of The Texas State University System.*