

**Occupational Emphasis Module**

**Request for Substitution of Courses**

NOTE: The Occupational Emphasis Module is the module that requires 48 hours and this is where OCED 4350 is and any work/life credit awarded, if applicable.

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| Name:       | ID: A       | TX State E-mail:       |

Students must enroll ONLY in classes specifically listed on their degree plan. Requests for substitutions must be submitted on this form at least two weeks before registration.

Do not register for courses not listed on the degree plan without prior approval from the Chair of OWLS. A request for a substitution does not constitute approval. Please allow at least two weeks for a review of the degree plan and response to the request.

**Valid reasons for a substitution are:**

[ ]  Course is no longer in the Texas State course inventory (will never be taught again)

[ ]  Student is prohibited from enrolling in the course due to a change in departmental rules which makes the student ineligible

[ ]  Class meeting time conflicts with other classes

[ ]  Student is in the last semester of the degree and no other option exists, including Correspondence courses

[ ]  Other reason. Please explain:

**Semester to register:**

**Current Course(s) to be Deleted:**

**Requested Course(s):**

**Justification on the relation of the course to other courses in the Occupational Emphasis:**

Advisor: Advisor Recommends: Approve Deny

 Date

Advisor Comments:

Chair: Request Approved Denied

 Date

12/14/2015

**Department of Occupational, Workforce and leadership studies**

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