

**COLLEGE OF APPLIED ARTS
 COURSE SUBSTITUTION REQUEST**

NAME: _____ **Texas State ID #:** _____
 (Last) (First) (Middle)

ADDRESS: _____ **Phone:** _____
 (Street) (City) (State) (Zip)

Catalog: _____ **Degree:** _____ **Major:** _____

Does the student currently have a degree audit on file? YES NO

SUBSTITUTE:

Course No.	SCH*	Title	College/University	Reason Code <small>See Codes Below</small>
1)				
2)				
3)				

FOR:

Texas State Course No.	SCH*	Title
1)		
2)		
3)		

Reason(s): _____

Reason Codes:

1. You are a transfer student who has completed the same or similar course for a grade at another recognized academic institution.
2. You are a student that plans to graduate but a required course to graduate is not offered by the department before the graduation date. In that situation, the same or similar course completed within the department or at another recognized academic institution may be substituted. **** Student must provide proof of graduation during the semester that the substitution is requested. Please attach a current degree audit to the email.**
3. You are a student who is graduating at the end of the semester and the scheduled class for a required course is cancelled due to some reason(s).

****If your course substitution request does not fall under one of these reason codes, the request will automatically be DENIED.**

 Faculty Coordinator Date

 Department Chair Date

 Academic Advising Center Date

*SCH = Semester Credit Hours