

MURRAY STATE UNIVERSITY
University Studies
Course Substitution Form

Guidelines and procedures:

- 1) A course substitution needs to be based on similarity of courses, not on convenience or inconvenience. Thus, a rationale for a substitution cannot rest on the difficulty a student has with scheduling a particular course, but rather on how one course duplicates what is covered in another course listed as part of the University Studies program.
- 2) For courses taken outside of one's major the course needs to be reviewed by the Chair (or an instructor who teaches the course) of the department in which the course would be taught and the similarity of the two courses endorsed by that reviewer.
- 3) An email or a short memo DESCRIBING the similarities of the two courses needs to be attached to this form (or a note to that affect included in the short section on the form entitled "Rationale"). If this approach is taken the professor who makes the statement needs to initial the note and include a printed full name.
- 4) Once the Rationale has been obtained, the following people will need to sign the form:
 - a. Academic Advisor
 - b. Chair of the Department in which the student is enrolled/majoring
 - c. Dean of the College in which the major resides, and
 - d. the Director of the University Studies program.
- 5) Once all of these signatures are in place, the form needs to be delivered to Wendy Tudor in the Registrar's Office.

Student name: _____ I.D.# _____

Course required: _____
(include prefix, number and title)

Course to substitute: _____
(include prefix, number and title; and if from another school the name of the institution)

Rationale: _____

Academic Advisor date

Chair of Department date

Dean of College/School date

Director, University Studies date

Registrar's Office date