

Alma College

Plan of Study Course Substitution Form



This form is used to request a substitution of coursework in fulfillment of degree requirements as published in the official Alma College Academic Catalog. Course substitutions are at the discretion of the Department Chair of the relevant major or minor. Completed forms must be submitted to the Registrar's Office, which will record the substitution in the student's degree evaluation when the coursework has been completed, or when an official transcript has been received in the case of transfer coursework. **Please submit one form per substitution.**

(Please Print)

Name: _____ Student ID #: _____

Student Signature: _____ Email: _____

Phone: _____

Substitution of an Alma College Course

The Department has reviewed and approves the course substitution of:

Dept. & Course #	Title of Course	Term Completed/To Be Completed
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For the following degree requirement:

Course # or Degree Requirement	within the	Major / Minor
		Circle One

Substitution of Transfer Credit

Transfer course (or combination of courses) approved in substitution:

Dept. & Course #	Title of Course	College/University Awarding
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Dept. & Course #	Title of Course	College/University Awarding
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The above course(s) is/are:

- Equivalent to the Alma College course listed below
- Not Equivalent to, but may be substituted for the Alma College course listed below

Course # or Degree Requirement	within the	Major / Minor
		Circle One

Department Chair's Name (please print)

Department Chair's Signature

Date

Registrar's Signature

Date Received

Date Processed