

# Cowley College

## Request to Substitute for a Required Course

Student's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Program/Pathway: \_\_\_\_\_ Degree: \_\_\_\_\_

### Form Process:

1. Student completes personal information and signs form.
2. Instructor/Advisor completes course information and attaches any additional documentation, then signs form.
3. Instructor/Advisor then submits form to Department Chair for signature.
4. Department Chair submits for to VP Academics for approval.
5. V.P. Academics submits form to registrar's office for processing. (Registrar's office will notify student of the substitute course status.)

Credit Type: CC= Cowley Course, ML = Military Credit, IC = Industry Certificate, L = Licensure, TR = Transfer Credit

*(All signatures are required for form to be accepted.)*

*Please be timely with the review to prevent a delay in degree audit or transcript processing for this student.*

We request substitution for the following course(s):

Required Courses	Course Number	Credit Hours	Requested Substitute	Course or ID Number	Credit or Clock Hours	Credit Type

Student Signature: \_\_\_\_\_

Recommended by: \_\_\_\_\_

Advisor/Instructor

Department Chair Signature (Required): \_\_\_\_\_

\_\_\_\_\_  
V.P. Academic Affairs or Registrar

Approved  Denied

V.P. Comments:

Date Approved: \_\_\_\_\_