

Course Substitution Form

USE: To be completed prior to a student's enrolling in a course to be substituted for a required course. Without prior approval, the substitution may not be allowed. This form shall be filed with the student's college records. **A MINIMUM GRADE OF "C" IS REQUIRED IN THE SUBSTITUTE COURSE TAKEN OUTSIDE THE UNIVERSITY OF CINCINNATI TO ALLOW ITS USE AS A REPLACEMENT FOR THE REQUIRED COURSE.**

RESTRICTIONS for Humanities only:

*Permission to substitute courses assumes the following guidelines:
For upper division credit, students must substitute courses equivalent to 300–400 level. For lower division credit, students may substitute courses equivalent to 100–200 level. Students may request variations on the guidelines for up to a maximum of nine hours of lower division electives to substitute for six hours of upper division credit. NOTE: STUDENTS MUST MEET WITH DEPARTMENT HEAD REGARDING SUBSTITUTIONS*

Student Name _____ SSN _____

Local Address & Telephone No. _____

Reason for Substitution _____

Year/Quarter (Taken) _____ Today's Date _____

Required Course: _____ Course Title: _____

Substitute Course: _____ Course Title: _____

College Offering Substitute Course: _____

Approval necessary for validation of this form:

Upper Division Credit: _____ Lower Division Credit: _____

Department Head: _____

Signature

_____ Date

NOTE: Courses with a 'Sub 100' number may not transfer to other colleges/universities.