CORE/MAJOR COURSE SUBSTITUTION FORM

Student’s Name: ____________________________________     ID #: ______________________

Number of Credits to Date: ______    Major/Minor: ______________________________________

Reason for Course Substitution: ________________________________________________________

- The above student has my permission to make the following: La Roche Course Substitution OR Transfer Course Equivalent
- The course substitution must be approved before the student registers for the substitute course.
- The substitute course must be completed and graded before posted by the Registrar to the academic record.
- Only students who have achieved junior status (60+ credits) may request a course substitution.

LRC Course # __________     Course Title: ________________________________________________

Semester Taken: __________________

Transfer Course and Institution (if applicable): ____________________________________________

Semester Taken: __________________  If applicable, the minimum passing grade must be: ______

I understand that this substitution does not eliminate or reduce the required number of credits needed for the completion of a degree, minor, or certificate.

Student’s Signature: ___________________________     Date: ______________

Faculty Advisor’s Signature: _______________________     Date: ______________

Department Chair’s signature*: ___________________________     Date: ______________
(Of the original required course)

Division Chair’s signature: _______________________________     Date: ______________
(Of the original course if the department chair and the advisor are one of the same)

Department Chair’s signature: ____________________________     Date: ______________
(of the substituted course if different than the original course)

* The department chair of a SELECT discipline would also be required to approve a substitution. If a question arises as to which SELECT discipline should approve the substitution, the Core Committee Chair could provide the answer. Community/Global course substitutions will be approved by the Core Committee Chair. Submit this form with all required signatures to the Registrar’s Office.

Registrar Use Only
CARS Input: _______________     10/2010
Changes Saved: _______________     Completed Date: _______________