

# Degree Progress Student Substitution Request Form

**Directions:** Use this form to request substitutions for a specific student's degree progress report (DPR). The requirement group (RG), requirement number (RQ) are located on the student's DPR, and must be included with each request. The course/category should match the wording found on the student's DPR.

A substitution does not follow a student if they change programs/plans. The registration system does not recognize substituted courses as prerequisites, so students will need to seek overrides each time that course is used as a prerequisite.

**Note:** This form cannot be used to request a substitution to the ENG 101 General Education requirement.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

College Requesting: \_\_\_\_\_ Plan Receiving: \_\_\_\_\_

## COURSE SUBSTITUTION(S):

*Please Check One:*

Course Taken	Substitutes for Course/Category	RG#	RQ#	UM Course	Transfer	Test / AP
<i>(e.g.): MAT 215/200X</i>	<i>Program Elective</i>	<i>23951</i>	<i>5564</i>		✓	

**Comments (See below for Gen Ed subs):**

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prog. Coord./Dept. Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(AD Initials) **Gen Ed Subs:** I confirm that a syllabus and/or other relevant documentation specific to this course, as of when it was/will be offered, has been thoroughly reviewed. My determination is that its content is reasonably aligned with the requested Gen Ed category.

**Routing: Advisor >> Prog. Coord./Dept. Chair >> Associate Dean >> Student Records**