1) The student completes a COURSE SUBSTITUTION REQUEST.

2) The student submits the Request to the Chair of the Division that houses the student's major if the substitution is for a major or core requirement.

   The student submits the Request to the Chair of the Division that houses the student’s minor if the substitution is for a minor requirement.

3) Instructor and Faculty Advisor Input Sought. The Chair of Division housing the student’s major or minor gives a copy of that form along with the appropriate response form(s) to both the Faculty Advisor/Mentor and one of the regular instructors of the course to be replaced. They will forward their completed “responses” to the Chair of the Division that houses the student's major or the minor in question.

4) Faculty Review the Request.

   a. For Major or Minor Requirements. The Chair of the Division housing the program in question forwards to the Division faculty the packet containing copies of the student's original request and the Faculty Advisor/Mentor's and instructor's responses.

   b. For Core Requirements. The Chair of the Division housing the course for which the student is seeking a substitution shall forward to the Division faculty the packet containing copies of the student’s original request and the Faculty Advisor/Mentor’s and instructor’s responses. For a substitution of a Core course in one of the categories that includes courses taught in multiple divisions (categories I, VI or VII), the Chair of the division housing the student's major sends the request to the division which houses the courses most similar in content to the course the student would like to substitute for the core requirement.

5) Decision Points

   a. Major or Minor Requirements. If the substitution is for a major or minor requirement, the Division housing the program in question may approve or deny the request. In either case, the student is notified of the Division action. If approved, the Division Chair forwards the approved request to the Registrar's Office, who will post the substitution to the student's transcript and the degree audit program.

   b. Core Requirement. If the substitution is for a Core requirement, the Division which houses the course for which the student is seeking the substitution recommends approval or denial. The Division Chair notifies the student of that action and forwards the proposal with recommendation to the Program Review & Evaluation Committee (PREC).

      PREC then reviews the materials and either approves or denies the substitution. The student is informed of PREC's action, and if PREC approves the substitution, that approval and all supporting materials are forwarded to the Registrar's Office, who will post approved requests to the student's transcript and the degree audit program.

2/15/2012
UNIVERSITY OF MAINE AT MACHIAS
COURSE SUBSTITUTION REQUEST

(Must be completed by the student seeking the substitution)

Date ________________________________

Name ______________________________ Date of Birth _____/_____/

Major or Minor ______________________ Faculty Advisor __________________________

Substitute Course Requested ______________________________ ________________________

Course Code   Course Title

Course to be Replaced ______________________________ ____________________________

Course Code   Course Title

Please explain how the course you wish to use as a substitute meets the objectives of the course for which you are asking the substitution. Explain any and all programmatic and personal reasons that make the substitution a sound idea academically. If there are any extenuating circumstances that would prevent you from taking the required course, please explain those as well. (Use back of the form if necessary or attach a note to this form.)

You should keep a copy of this form for your records. You must also send the original to the Chair of the Division in which your major program (or the minor in question) is housed.

_________________________________________ __________________________
Student signature Date

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<th>Division Action: / / Approved / / Denied</th>
<th>Division Chair</th>
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<th>PREC Action: / / Approved / / Denied (for Core Substitutions only)</th>
<th>Chair, PREC</th>
<th>Date</th>
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2/15/2012
FACULTY ADVISOR/MENTOR’S RESPONSE

In response to the student's COURSE SUBSTITUTION REQUEST, please express your views of that request. What, in your view, are the benefits and costs of granting this substitution? You may choose to give support, support with reservation, or no support to the request, or you may submit your views without any recommendation.

Please use the space below and, if necessary, the back for your comments. You may also choose to write a memo instead of using this form.

Please attach your response to the copy of the COURSE SUBSTITUTION REQUEST and send both to Chair of the Division in which the student's major program or minor in question is housed.

Faculty Advisor/Mentor’s Signature ___________________________ Date ___________________________

2/15/2012
UNIVERSITY OF MAINE AT MACHIAS
COURSE SUBSTITUTION
* * * * * * * * * * * * * * * * * * *
INSTRUCTOR'S RESPONSE

In response to the student's COURSE SUBSTITUTION REQUEST, please express your views of that request. What, in your view, are the benefits and costs of granting this substitution? You may choose to give support, support with reservation, or no support to the request, or you may submit your views without any recommendation.

Please use the space below and, if necessary, the back for your comments. You may also choose to write a memo instead of using this form.

Please attach your response to the copy of the COURSE SUBSTITUTION REQUEST form and send both to Chair of the Division in which the student's major program or the minor in question is housed.

Instructor's Name

Course Name

Instructor's Signature

Date

2/15/2012