



Student has petitioned to graduate _____

Departmental Course Substitution Evaluation Form

Policy: A baccalaureate degree program requires at least 21 semester hours of upper division courses in the major field to be completed at KSU, and at least 39 semester hours of upper division work overall are required for the degree. Students must complete at least 30 semester hours in residence at KSU. "In residence" is defined as courses for which a student has registered at KSU. We cannot substitute a lower level course (1000 or 2000 level courses) for a higher level course (3000 or 4000 level courses).

Name: _____ Date: _____

KSU ID #: _____

E-mail: _____

Major: _____ This is for a CCSE minor

Course number as it appears on DegreeWorks (e.g. CS 1T00) _____

Credit hours of completed course: _____

Is this course transferred from another school? No Yes, from _____

If transferred, list the course number from original institution: _____

Semester taken: _____ Grade: _____

Uncompleted course number and title: _____

Credit hours of uncompleted course: _____

Is this uncompleted course a prerequisite to other courses you are required to take? No Yes

Justification:

I have provided supplemental information about the completed course (e.g. syllabus) to _____

I understand that departmental approval does not guarantee the course will be approved by the Registrar's office. I understand that if I substitute a course for a class that is the prerequisite to other classes I still need to take, I will need to get a prerequisite bypass to be able to register for those other classes. **I understand that if I substitute a course that has less credit hours than the uncompleted course, I may need to take an additional course approved by the coordinator and/or advisor to make up those credit hours.**

Student Signature _____

Date: _____

For departmental use

Program Coordinator:

Recommend substitution Do not recommend substitution Recommendation via e-mail (attached)

Program Coordinator signature _____

Date _____

Advisor initiates substitution on KSU Connect if coordinator recommends: IP sub sent to Degree Auditor

Substitution has been submitted on (date) _____ by _____

Department Chair:

Approve Deny

Department Chair signature _____

Date _____

After Dept. Chair approves on KSU Connect and signs form, please return to an advisor in J-353 or J-378.

Dept. Chair - if the course is In Progress (IP sub), there will not be a substitution request in KSU Connect. This form is for ABET documentation. If you do not sign off on the form because it is not in KSU Connect, this may jeopardize accreditation. KSU Connect only handles courses which have a final grade in the system. We only do IP subs for students graduating in the current term and who need approval before a final grade is awarded so that they may graduate on time.