



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:**

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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:**

In Progress sub sent to 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.**