

**THE GRADUATE SCHOOL**  
 Southern University and A&M College  
 Baton Rouge, Louisiana

**REQUEST FOR A COURSE SUBSTITUTION**

Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 (Last), (First) (Middle)      Banner ID #: \_\_\_\_\_

Department: \_\_\_\_\_      Major: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_      Today's Date: \_\_\_\_\_

**The student is required to submit 3 fully-completed copies of this form.** Each of the 3 copies must be signed by the student, the student's advisor, the department chairperson, and the dean of the student's college before being submitted to THE GRADUATE SCHOOL.

	REQUIRED COURSE →	PROPOSED SUBSTITUTION COURSE
1.	Course Prefix & Number	Course Prefix & Number
	Course Title	Course Title
2.		
3.	Number of Credit Hours      Semester      Quarter	Number of Credit Hours      Semester      Quarter
4.		
	Semester & year <i>required</i> course would be taken	Semester & year <i>proposed</i> course will be taken
5.	Southern University and A&M College	
	Institution	Institution

**Please attach a copy of the catalog description of the *required* course and the catalog description of the *proposed* substitution course to each of the 3 copies of this form.**

**Please provide reasoning for the requested substitution.**

\_\_\_\_\_  
 Student's Signature      Date

\_\_\_\_\_  
 Dept Chair:      Date

\_\_\_\_\_  
 Graduate Dean:      Date

\_\_\_\_\_  
 Advisor:      Date

\_\_\_\_\_  
 College Dean:      Date

\_\_\_\_\_  
 Registrar:      Date

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**INSTRUCTIONS & GUIDELINES FOR COURSE SUBSTITUTION REQUESTS**

1. The student must provide **(3) typed, fully-completed copies of the Request for Course Substitution form**. The student, the student's advisor, the department chairperson, and the dean of the student's college must sign all 3 copies of the form before it is submitted to The Graduate School.
2. The content of the proposed substitution course must be demonstrably similar to the course required for your program of study. To request a substitution, **each of the (3) copies** of the Request for Course Substitution form **must have the following attachments**: (1) the catalog description of the *required* course, and (2) the catalog description of the *proposed* course.
3. The number of **credit hours earned** per semester/quarter, for the *proposed* course **must be equal to, or greater than**, the number of credit hours earned per semester/quarter for the *required* course. (For example, a 2.0 credit hour course cannot be substituted for a 3.0 credit hour course.)
4. Course substitution requests will not be granted retroactively, neither will they be granted for courses already in-progress. In other words, any request for a course substitution must be submitted **before the student enrolls in, or completes**, a proposed course that is offered at Southern University. It is suggested that a course substitution request be submitted at least 30 days prior to the start of the semester when the proposed course is being offered.
5. Course substitutions are **limited to a maximum of (12) credit hours** of course work for any graduate program. The (12) credit hour maximum includes courses transferred from other institutions, which must have been taken fewer than seven years before the student's graduation date from a Southern University program (the date on which the graduate degree is conferred).
6. **Undergraduate courses** (courses below the 500-level) **cannot be substituted for graduate courses** (courses at the 500-level or higher). Note: *An exception may be granted in instances where a student takes a 400-level course, involving graduate-level content, for graduate credit. The case will only be considered if the 400-level course instructor provides appropriate supporting documentation of the course's graduate-level content. Students will not be granted this exception for more than two undergraduate-level classes during their course of study.*