

**The Graduate School
Southern University And A&M College
Baton Rouge, Louisiana**

INSTRUCTIONS FOR COURSE SUBSTITUTION

1. **Three typed copies must be fully completed.** The student, the student's advisor, department chairperson and the Dean of the student's college must sign all copies before being submitted to the Graduate School.
2. Undergraduate courses (courses below the 500 level) **cannot be substituted for graduate courses** (courses at the 500 level or above), except in special cases where appropriate supporting documentation can be provided (**from the course instructor**) to the effect that 400 level courses involved graduate level content (**limited to a maximum of two courses**) and were taken for graduate credit.
3. The content of the substitution course must be similar to the required course being substituted. **Three copies of the course outline, catalog description of syllabus of both the substitution course and the course being substituted must be attached to the request for course substitution.**
4. **The number of credit hours of the substitution course must be equal to or greater than the number of credit hours for the course being substituted (ex. a two-credit course cannot be substituted for a three-credit course).**
5. **Requests for substitution must be submitted for approval in advance** – prior to the substitution course(s) being taken. It is suggested that **requests are submitted no later than one month prior to the beginning of the semester in which the student intends to take the substitution course.** No retroactive substitutions will be permitted or approved after the 1998 Summer term.
6. Substitutions are **limited to a maximum of twelve credit-hours, including credits transferred from other institutions, and whose age will not exceed seven years at the time of graduation (date on which degree awarded).**
7. **PLEASE PLAN AHEAD.** Poor planning and/or the desire to graduate in a certain semester is not acceptable reason/excuse to violate the above or any other policies and procedures of the Graduate School.

