

**Graduation Application Package**

**Civil & Environmental Engineering Department**

**College of**

**Sciences and**

**Engineering**

http://www.subr.edu/ce/

**201**

**7**

**-20**

**20**

**Catalog**

August 2021

**Academic Advisement Procedures**

The academic advisement procedures in the Civil & Environmental Engineering (CEE) department include the following components:

1. All students admitted to the Civil Engineering (CE) program are assigned to an academic advisor on an alphabetical basis. Table -1 presents the assignment of Civil Engineering Academic Advisors to respective student categories as presented In Table 1.

# Table 1 - Civil Engineering Academic Advisors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student's**  **Last Name**  **Beginning With** |  |  | **Office Location** | **E-mail &** Phone Number |
| **Academic Advisor** |
| A-H | **Mr. Ron Lee** | | **Room 315** | **Ron\_lee@subr.edu** (225) 771-4035 |
| I-Q | **Dr. Chukwu Onu** | | **Room 312** | **Chukwu\_onu@subr.edu**  (225) 771-4325 |
| R-Z | **Dr. Hang Yin** | | **Room 313** | **Hang\_yin@subr.edu** (225) 771-3790 |
| Transfer Students | **Dr. Hak-Chul Shin** | | **Room 307** | Hakchul\_shin**@subr.edu**  (225) 771-2112 |
| All Senior Students | **Dr. Hak-Chul Shin** | | **Room 307** | **Hakchul\_shin@subr.edu** (225) 771-2112 |

1. Academic advisors provide information and guidance to students concerning the CE program and they also approve students’ schedule of classes throughout their matriculation in the program. All CE students are required to meet with their academic advisor early during registration periods; wherein they complete and initial a Registration Advisement Form to acknowledge the advisement encounter. This form is attached to the set of procedures. It should be noted that all students must first be cleared by their assigned academic advisor before being authorized to use regular registration, cross-registration, or telephone registration.
2. The academic advisor will use a department "Degree Requirements Record Form” that is based on the appropriate curriculum taken from the student's chosen graduation checkout catalogue.
3. The **Banner** academic support and records system offers such services as on-line academic records, class schedule, student demographic data, degree curricula, interactive registration, degree audits, course descriptions, and course prerequisites.

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# Degree Requirements

The Bachelor of Science Degree in Civil Engineering (BSCE) is awarded to students who complete the requirements of the program as stated below:

1. Complete the **CE-curriculum requirements** with a minimum overall grade point average of 2.00 out of 4.00. The total credit hours required for graduation is **128** credit hours;
2. Pass the **Writing Proficiency Examination** (WPE, ENGL 001)prior to applying for graduation. The Writing Laboratory located in Harris Hall, Room 109, is a resource to prepare students to pass the WPE;
3. Pass the **Departmental Comprehensive Examination** (DCE, CIEN 000) that is administrated by the Civil & Environmental Engineering department. The Departmental Comprehensive Examination can be substituted with registering FE Exam and passing the Exam before the Departmental Comprehensive Examination. If students fail the FE Exam, students should pass the Departmental Comprehensive Examination.
4. Complete the University mandated **African-American Experience**. Courses that satisfy the African-American Experience requirement are listed in the 2017-2020 Curriculum. Note that the English and Music courses that are listed can be taken to satisfy the African American Experience as well as English literature and Music elective requirements. See the current university catalogue for details.
5. Complete the University mandated **Community Service** Requirement. It is required to complete a minimum of 60 clock hours of COMMUNITY SERVICE as one of the requirements for graduation. Service Learning courses are: Service Learning 100, 200, and 300, (Credit, 1 Hour, each); and Service Learning 400, (Credit, 3 Hours). A total of three semester hours of credit is required. ***Waivers:***
   1. *Students who were first-time freshmen at any post-secondary institution before August*

*1, 1991;*

* 1. *International Students;*
  2. *Those students 25 years of age or older who completed high school or who earned high school equivalency seven or more years prior to admission;*
  3. *Any person with certifiable disability of such nature that community service projects would jeopardize the welfare of the parties involved.*

# General Education Requirements

The degree requirements of Civil and Environmental Engineering are provided in the back side of 2017-2020 curriculum.

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Department of Civil & Environmental Engineering 2017-2020 Curriculum – Degree Requirements Worksheet

***Southern University and A&M College* MATH 264 – First Semester – 8 Semesters to Graduation**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Proposed Date of Graduation:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_

**S Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Term** | | **Grade** | **Sem** | **Year** | **Dept** | **No** | **Course** | **Credit** | **Pre- (Co-) Reqs** | **Comments** |
| **FRESHMAN** | **FAL**  **(1)**  16.0 |  |  |  | BIOL |  | Life Science Electivea | 3 |  |  |
|  |  |  | SCHE | 132L | General Chemistry Lab | 1 | (SCHE 132) |  |
|  |  |  | SCHE | 132 | General Chemistry Lecture | 3 |  |  |
|  |  |  | SENL | 101 | Freshman Composition I | 3 |  |  |
|  |  |  | ENGR | 120 | Freshman Engineering I | 2 |  |  |
|  |  |  | SMAT | 211 | Calculus I | 4 |  |  |
| **SPR**  **(2)**  16.0 |  |  |  | ECON |  | Economics Elective a | 3 |  |  |
|  |  |  | SENL | 102 | Freshman Composition II | 3 | SENL 101 |  |
|  |  |  | ENGR | 130 | Freshman Engineering II | 2 | ENGR 120 |  |
|  |  |  | SMAT | 212 | Calculus II | 4 | SMAT 211 |  |
|  |  |  | SPHY | 213 | General Physics I Lecture | 3 | SMAT 211 |  |
|  |  |  | SPHY | 213L | General Physics I Lab | 1 | (SPHY213) |  |
| **SOPHOMORE** | **FAL**  **(3)**  17.0 |  |  |  | CIEN | 201 | Surveying | 3 | (SMAT 211) |  |
|  |  |  | CIEN | 224 | Statics | 3 | SMAT 212 SPHY 213, 213L |  |
|  |  |  | CIEN | 311 | Comp Aided Methods in CE | 3 | ENGR 130 |  |
|  |  |  | ENGR | 230 | Tech Communications | 2 | SENL 101 |  |
|  |  |  | ENGR | 320 | Probability & Statistics | 2 | SMAT 212 |  |
|  |  |  | SPHY | 215 | General Physics II Lecture | 3 | SMAT 212 SPHY 213 |  |
|  |  |  | SPHY | 214L | General Physics II Lab | 1 | (SPHY215) |  |
| **SPR**  **(4)**  16.0 |  |  |  | CIEN | 321 | Eng Fluid Mechanic | 3 | (MEEN 225 SPHY 215, 214L) |  |
|  |  |  | CIEN | 325 | Intro to Enviro Eng | 3 | SCHE 132, 132L |  |
|  |  |  | MATH | 364 | Calculus III b | 4 | SMAT 212 |  |
|  |  |  | MEEN | 225 | Dynamics | 3 | CIEN 224 SMAT 212 |  |
|  |  |  | MEEN | 227 | Mech of Materials | 3 | CIEN 224 |  |
| **JUNIOR** | **FAL**  **(5)**  18.0 |  |  |  |  |  | Social Science Elective a | 3 |  |  |
|  |  |  | CIEN | 361 | Structural Analysis | 3 | MEEN 227 |  |
|  |  |  | CIEN | 421 | Water & Wastewater Analysis | 3 | CIEN 325 |  |
|  |  |  | CIEN | 423 | Hydraulics & Hydrology | 3 | CIEN 321 |  |
|  |  |  | CIEN | 424 | Geotechnical Engineering I | 3 | (CIEN 321) |  |
|  |  |  | HIST |  | History Elective #1 a | 3 |  |  |
| **SPR**  **(6)**  17.0 |  |  |  | CIEN | 310 | Engineering Economy | 3 | SECO 211 or 221 |  |
|  |  |  | CIEN | 327 | Construction Materials Lab | 2 | MEEN 227 |  |
|  |  |  | CIEN | 381 | Transportation Eng I | 3 | CIEN 201 |  |
|  |  |  | CIEN | 469 | Structural Steel Design | 3 | CIEN 361 |  |
|  |  |  | ENGR | 330 | Diff Equations for Engineers b | 3 | MATH 364 |  |
|  |  |  | ENGL |  | English Lit Elective  a | 3 | SENL 101,102 |  |
| **SENIOR** | **FAL**  **(7)**  14.0 |  |  |  | MEEN  *ELEN* | 300 *352* | Thermodynamics or Fund of Electrical Eng c | 3  3 | SPHY215B for MEEN 300  SMAT 212 for ELEN352 |  |
|  |  |  | CIEN |  | Enviro / Water Res Elective  a | 3 | See course reqs |  |
|  |  |  | CIEN | 470 | Concrete Design | 3 | CIEN 361 (327) |  |
|  |  |  | CIEN | 478 | Engineering Management | 3 | CIEN 310,311,381 |  |
|  |  |  | CIEN | 482 | Senior Design Project I | 2 | CIEN 325,361,381,423 (424) |  |
| **SPR**  **(8)**  14.0 |  |  |  |  |  | Arts Elective a | 3 |  |  |
|  |  |  |  |  | CE Technical Elective a | 3 | See course reqs |  |
|  |  |  | CIEN | 483 | Senior Design Project II | 2 | CIEN 482 |  |
|  |  |  | ENGR | 400 | Engineering Seminar | 1 | Senior Standing |  |
|  |  |  | HIST |  | History Elective #2 a | 3 |  |  |
|  |  |  |  |  | Health / PE Elective a | 2 |  |  |

**Additional Requirements**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REQT** | **GRD** | **SEM** | **YR** | **DEPT** | **NO** | **CR** | **REQT** | **GRD** | **SEM** | **YR** | **DEPT** | **NO** | **CR** |
| African Am Experience a |  |  |  |  |  | 3 | Department Comprehensive |  |  |  | CIEN | 000 | 0 |
| Service Learning |  |  |  | SVLR |  | 3 | Writing Proficiency |  |  |  | SENL | 001 | 0 |

*Footnotes:*

*a The elective choices are shown on the next page.*

*b Instead of MATH 364 and ENGR 330 (Option I), students can elect to take MATH 395 and ENGR 340 (Option II).*

*c ELEN 208 (Electrical Circuits I) may be substituted for ELEN 352 (Fundamentals of Electrical Engineering).*

**2017-2020 CURRICULUM – DEGREE REQUIREMENTS NOTES – *PAGE 2***

* One Hundred Twenty-Eight (128) credit hours are required to fulfill all civil engineering degree requirements
* All ENGR courses, MEEN 225 and MEEN 227 are CORE courses and must be passed with a grade of “C” or better
* All CIEN courses and CE Technical Elective require a grade of “C” or better
* Option I includes MATH 364 and ENGR 330 (Both CORE); Option II includes MATH 395 and ENGR 340 (Both CORE)
* ELEN 208 (Electrical Circuits I) may be substituted for ELEN 352 (Fundamental of Electrical Engineering)
* See the current catalog for more guidance

***Table of Civil & Environmental Engineering Electives***

|  |  |  |  |
| --- | --- | --- | --- |
| **Environmental / Water Resource Electives** | |  |  |
| CIEN 461 | Urban Water Resources Systems | CIEN 468 | Introduction to Dam Safety & Security |
| CIEN 462 | Design of Water & Sewage Treatment Plants | CIEN 475 | Solid & Hazardous Waste Management |
| CIEN 463 | Air Pollution Control | CIEN 476 | Design of Hydraulic Structures |
| **Civil Technical Electives** | |  |  |
| CIEN 299 | Cooperative Education | CIEN 481 | Pavement Design & Management |
| CIEN 382 | Transportation Engineering II | CIEN 485 | Railway Engineering |
| CIEN 458 | Construction Engineering | ENGR 499 | Engineering Practice |
| CIEN 474 | Geotechnical Engineering II | MGMT 300 | Principles of Management |
| CIEN 480 | Special Topics in Civil Engineering | UFOR 375 | Introduction to Geographic Information Systems |

***Table of Courses Requiring a “C” Grade or Better***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **All CIEN Courses *(Including CE Technical Elective)*** | | |  |  |
| **All ENGR Courses** | | |  |  |
| MEEN 225 | | MEEN 227 | | |
| SBIO 101 or SBIO 102 | SENL 101 | SMAT 211 |  | SPHY 213 |
| SCHE 132 | SENL 102 | SMAT 212 |  | SPHY213L |
| SCHE 132L |  | MATH 395 |  | SPHY215 |
|  |  |  |  | SPHY214L |

***Table of Non-Technical Electives***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ALL | English Composition | SENL 101 | SENL 102 |  |  |  |  |
| ALL | Science | SPHY 213 | SPHY 213L | SPHY 215 | SPHY 214L | SCHE 132 | SCHE 132L |
| 6 hrs | History | SHIS 111  HIST 410 | SHIS 112  HIST 463 | SHIS 230  HIST 486 | HIST 311 | HIST 399 | HIST 401 |
| 3 hrs | Art | SFIA101  MUSC 200 | ARTS 210 MUSC 250 | ARTS 211  MUSC 251 | ARTS 320 MUSC 352 | ARTS 330 MUSC 353 | ARTS 440  SPTH 360 |
| 3 hrs | Life Science | SBIO 101 | SBIO 102 |  |  |  |  |
| 3 hrs | English Literature | SENL 220 | SENL 240 | ENGL 204 | ENGL 205 |  |  |
| 2 hrs | Health & PE | PHED 100-250 | HLTH 110-365 |  |  |  |  |
| 3 hrs | Economics | SECO 211 | SECO 221 |  |  |  |  |
| 3 hrs | Social Science | SECO 222  SPOL 211 | ECON 370  POLS 320 | GEOG 210  POLS 402 | GEOG 221  SSOC 201 | GEOG 401  SOCL 324 | SPOL 201  SOCL 448 |
|  |  | SPSY 201 | PSYC 315 | PSYC 350 |  |  |  |

***Table of Electives Satisfying the African American Experience***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **African American Experience** | |  |  |  |  |
| SENL 240 | ENGL 415 | HIST 399 | HIST 497 | HUMN 366 | SOCW 250 |
| ENGL 313 | ENGL 485 | HIST 401 | MUSC 243 | HUMN 403 | SOCW 450 |
| ENGL 407 | ARTS 440 | HIST 419 | MUSC 352 | MCOM 331 | SPTH 399 |
| ENGL 413 | HIST 311 | HIST 496 | MUSC 353 | PHIL 426 |  |

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# Graduation Checkout Procedures

Students must be approved for graduation by their academic advisor, departmental chairman, academic dean, and the Office of the Registrar. Check-out for candidacy for graduation begins in the semester prior to that in which the student is scheduled to graduate. The checkout procedures for prospective graduating seniors include:

1. Submit Application for Graduation: Deadlines for a student’s academic advisor to receive his/her application for graduation are:

• Spring Commencement- **Third week of August**

## • Summer Commencement- Third week of January

## • Fall Commencement- Third week of April

1. Validate Earned Curriculum Credits: The prospective graduate, along with his/her academic advisor, must review the Degree Requirements Record form and his/her latest transcript to certify what graduation requirements still remain. If all remaining graduation requirements can be satisfied within the next semester, the academic advisor should sign the Degree Requirements Record form. The completed form should be inserted into the prospective graduate’s application packet. A copy of the Degree Audit form and transcript should be part of the application packet.
2. Fill-out the Bachelor’s Degree Official Check-Out form: The prospective graduate should list on this form all courses that are currently in progress and any additional courses required to complete the degree requirements. The completed form should be inserted into the prospective graduate’s application packet.
3. Fill-out the Graduation Application Data Sheet: The prospective graduate should fill-out the university’s Graduation Application Data sheet and insert it into his/her application packet.
4. Fill-out Request for Course Substitution forms: It is necessary to complete and sign one of these forms for each course to be substituted. The completed forms should be inserted into the prospective graduate’s application packet.
5. Submission of Application Packet to Department Chair: The student should then take the application packet, containing the signed forms that were cited above, to his/her Chair’s office for further review and additional signatures.
6. Submission of Application Packet to Engineering Dean: The departmental chairman will forward the prospective graduate’s application packet to the Dean’s Office after affixing his approval.
7. Submission of Application Packet to Academic Affairs: The dean of engineering will forward the prospective graduate’s application packet to the Academic Affair’s Office after affixing his approval.
8. Fill-out the Graduating Senior Exit Survey: The prospective graduate must fill-out this survey and return it to the CEE-department office.

***It is the student’s responsibility to understand and meet graduation requirements.***

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# APPENDIX

*Forms*

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## Southern University and A&M College

**College of Engineering and Computer Science**

**Department of Civil and Environmental Engineering**

**Degree Requirements Record Form**

**2017‐2020 Catalog Program Start Semester: Year:**

**Proposed Graduation Semester: Year:**

**Student Name: Student S#:**

*Last First*

**Fall Semester ‐ Freshman Year Spring Semester Freshman Year**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Dept** | **No** | **Cr** | **Grade** | **Term** | **Year** |  | **Course** | **Dept** | **No** | **Cr** | **Grade** | **Term** | **Year** |
| Life Science Elective | BIOL |  | 3 |  |  |  | Economics | ECON | 205 | 3 |  |  |  |
| General Chemistry Lab | CHEM | 112 | 1 |  |  |  | Freshman Composition | ENGL | 111 | 3 |  |  |  |
| General Chemistry | CHEM | 132 | 3 |  |  |  | Freshman Engineering II | ENGR | 130 | 2 |  |  |  |
| Freshman Comp. | ENGL | 110 | 3 |  |  |  | Calculus II | MATH | 265 | 4 |  |  |  |
| Freshman Engineering I | ENGR | 120 | 2 |  |  |  | General Physics I | PHYS | 221 | 3 |  |  |  |
| Calculus I | MATH | 264 | 4 |  |  |  | General Physics I Lab | PHYS | 223 | 1 |  |  |  |

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**Fall Semester ‐ Sophomore Year Spring Semester Sophomore Year**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Dept** | **No** | **Cr** | **Grade** | **Term** | **Year** |
| Surveying | CIEN | 201 | 3 |  |  |  |
| Statics | CIEN | 224 | 3 |  |  |  |
| Computer Aided Methods in CE | CIEN | 311 | 3 |  |  |  |
| Technical Communication | ENGR | 230 | 2 |  |  |  |
| Probability & Statistics | ENGR | 320 | 2 |  |  |  |
| General Physics II | PHYS | 222 | 3 |  |  |  |
| General Physics II Lab | PHYS | 224 | 1 |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Dept** | **No** | **Cr** | **Grade** | **Term** | **Year** |
| Engr Fluid Mechanic | CIEN | 321 | 3 |  |  |  |
| Intro to Enviro Engr | CIEN | 325 | 3 |  |  |  |
| Cal III & Diff Eqn Engrs | MATH | 395 | 4 |  |  |  |
| Dynamics | MEEN | 225 | 3 |  |  |  |
| Mechanics of Materials | MEEN | 227 | 3 |  |  |  |

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**Fall Semester ‐ Junior Year Spring Semester Junior Year**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Dept** | **No** | **Cr** | **Grade** | **Term** | **Year** |  | **Course** | **Dept** | **No** | **Cr** | **Grade** | **Term** | **Year** |
| Social Science Elective |  |  | 3 |  |  |  | Engineering Economy | CIEN | 310 | 3 |  |  |  |
| Structural Analysis | CIEN | 361 | 3 |  |  |  | Construction Materials Lab | CIEN | 327 | 2 |  |  |  |
| Water Quality Analysis | CIEN | 421 | 3 |  |  |  | Transportation Engineering I | CIEN | 381 | 3 |  |  |  |
| Hydraulics & Hydrology | CIEN | 423 | 3 |  |  |  | Structural Steel Design | CIEN | 469 | 3 |  |  |  |
| Geotechnical Engineering I | CIEN | 424 | 3 |  |  |  | Engineering Math | ENGR | 340 | 3 |  |  |  |
| History Elective | HIST |  | 3 |  |  |  | English Literature Elective |  |  | 3 |  |  |  |

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**Fall Semester ‐ Senior Year Spring Semester Senior Year**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Dept** | **No** | **Cr** | **Grade** | **Term** | **Year** |  | **Course** | **Dept** | **No** | **Cr** | **Grade** | **Term** | **Year** |
| Thermodynamics or  Fundamentals of EE / Circuits I | MEEN | 300 | 3 |  |  |  | Arts Elective |  |  | 3 |  |  |  |
| ELEN | 352/208 | CE Technical Elective |  |  | 3 |  |  |  |
| Enviro/Water Res Elective | CIEN |  | 3 |  |  |  | Senior Design Project II | CIEN | 483 | 2 |  |  |  |
| Concrete Design | CIEN | 470 | 3 |  |  |  | Engineering Seminar | ENGR | 400 | 1 |  |  |  |
| Engineering Management | CIEN | 478 | 3 |  |  |  | History Elective | HIST |  | 3 |  |  |  |
| Senior Design Project I | CIEN | 482 | 2 |  |  |  | Health/PE Elective | HLTH/PHED |  | 2 |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Course** | **Dept** | **No** | **Cr** | **Grade** | **Term** | **Year** | | African American Experience\* |  |  | 3 |  |  |  | | Community Service | SVLR |  | 3 |  |  |  | | Writing Proficiency | ENGL | 001 | 0 |  |  |  | | Dept. Comp Exam | CIEN | 000 | 0 |  |  |  | |  | ***Date***  **Dean**  **Faculty**    **Advisor**  ***Date***  **Department**    **Chair**  ***Date*** |

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**Other Requirements**

**One Hundred Twenty-Eight (128) credit hours are required to fulfill all civil engineering degree requirements.** **All ENGR courses, CIEN courses, CE Technical Elective, MEEN 225, & MEEN 227 are CORE courses for CIEN students and must be completed with a grade of “C” or better.**

**Notes:**

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## Southern University-Baton Rouge

**REQUEST FOR SUBSTITUTION OF COURSE**

**Please Type**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s Name Student’s ID Department**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, request permission to substitute \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Classification Course Number**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Descriptive Title of Course Department Credit Hours**

**Semester hours of credit for the required course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Number**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Descriptive Title of Course Department Credit Hours**

**Reasons(s) for said request follows: (If request involves a Transfer of Credit, please indicate institution of origin and location.**

**Attach a course description from the university Catalog.)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |
| --- | --- |
| **Please list all previous substitutions (must be completed)** | |
| **Title of Course** | **Course Number** |
|  |  |
|  |  |
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**Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) Approved ( ) Disapproved**

**Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) Approved ( ) Disapproved**

**Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) Approved ( ) Disapproved**

**Academic Affairs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) Approved ( ) Disapproved Registrar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) Approved ( ) Disapproved**

***Revised 11/2004***