

Instructions for Course Substitutions

EXAMPLE 1 - Course for a Course ([click here to see example](#))

You will need to attach the following documents to this type of substitution:

1. A copy of the front page of the catalog of the school from which you transferred.
2. A copy of the course description from the school from which you are transferring (print it from the school's website).
3. A copy of the course description (from S.U. catalog) of the class you are trying to use as a substitute.

EXAMPLE 2 - A course for an Elective (i.e., English Elective., Health Elective, etc.)

You will need to attach the following documents to this type of substitution (along with the completed course substitution form):

1. A copy of the front page of the catalog of the school from which you transferred.
2. A copy of the course description from the school from which you are transferring (print it from the school's website).

EXAMPLE 3 – Free Electives ([click here to see example](#))

You will need to attach the following documents to this type of substitution (along with the completed course substitution form):

1. A copy of the front page of the catalog of the school from which you transferred.
2. A copy of the course description from the school from which you are transferring (print it from the school's website).

Note: Put these forms together for each course you are attempting to substitute and either bring or email them to Mrs. Karen Rogers-Blazio.