



COURSE SUBSTITUTION FORM

This form is used for any courses from regionally accredited institutions, including MSU, that are not considered equal to an MSU course, but are an acceptable substitution for the student's degree requirements (applies to this student only). A course required in the major/minor/concentration may not be used as a substitute for another required course in that program. Substitutions do not satisfy pre-requisite requirements.

1. Take form to advisor along with course syllabi, descriptions and/or other necessary materials (if needed).
2. Advisor will complete the course information and rationale(s), and then sign the form.
3. The department chair's signature is required for all substitution forms.
4. Return to Registrar's Office in order for the substitution to be noted in the student's Academic Advisement Report. If the course was taken at an institution other than Minot State University, it will not be noted in the student's transfer coursework.

Student Name _____ Student ID # _____ Date _____

Substitution in: Major / Minor / Concentration circle one & list area: _____

Transfer Institution:	May Be Substituted For: MSU Course Information:
Transfer Course Information:	
Approval of Program Offering MSU Course Substituted For (approval of rationale for the substitution)	
Rationale for substitution:	

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Transfer Course Information:	
Approval of Program Offering MSU Course Substituted For (approval of rationale for the substitution)	
Rationale for substitution:	

Approvals from student's program:

Signature of Advisor Date

Signature of Program Coordinator (if applicable) Date

Signature of Program Chair Date