



COLLEGE OF LIBERAL ARTS COURSE SUBSTITUTION/MOVE FORM

For Office Use Only: Date Received By

Deans Office _____

C.L.A.S.S Center _____

Name: _____ ID#: _____

Major/Minor _____ Email: _____

Student Signature: _____ Date: _____

COLART Degree: (Circle one) BA BM BS BFA

I understand that this substitution will only apply to my degree plan in my current major. Should I change majors, I must request another substitution.

SUBSTITUTION COURSE INFORMATION

Required Course or Area: _____

(Example: PSYC 1301 or PSYC_UPPR area)

Substitution Course: _____

As noted on UTEP transcript if not a UTEP course

(Example: PSYC 33TR)

Must attach syllabus for transfer courses:

College or University: _____

Title of the course: _____

Semester and Year _____ Grade: _____

Where is this course located in degree plan?

Major _____ Minor _____

Languages _____ Block Electives _____

Program Electives _____ Other _____

COURSE MOVE INFORMATION

Course to be moved: _____

(Example: PSYC 3315)

Area to which course will apply:

Language _____

Block Electives _____

Major _____

Minor _____

Program Electives _____

Other _____

* Course moves requires department Advisor and Chair signatures only.

Advisor: (Print) _____ (Sign) _____ (Date) _____

Chair: (Print) _____ (Sign) _____ (Date) _____

This substitution/course move is for all students in this major/minor This substitution is for this student only

Reason for substitution/course move: _____

Dean's Office: APPROVED _____ NOT APPROVED _____

Reason: _____

(Print) _____ (Sign) _____ (Date) _____

Student notified of decision: (Sign) _____ (Date) _____

CAPP Administrator – substitution entered in degree evaluation: (Sign) _____

****Please allow 3-4 Weeks for Processing****

Last Updated: 11/8/2019