 

**Course Substitution Petition**

**College of Engineering**

**The University of Texas at El Paso**

|  |  |
| --- | --- |
| **Student Name:** |   |
| **ID #** |  |
| **UTEP email:** |  @miners.utep.edu |
| **Cell Phone #:** | 915-xxx-xxxx |
| **MAJOR:** |  |

The student identified above has taken course(s) that should be utilized as substitutions for required or elective courses on his/her UTEP degree plan. The course(s) are enumerated below, and justifications for the substitutions are listed below.

***Instructions: Please edit the examples provided below, and add or eliminate rows in the table below, as needed. Each substitution action must have an associated justification, please edit samples as appropriate. Total substitution credit hours must be equal to, or greater than, substituted credit hours.***

|  |  |  |
| --- | --- | --- |
| **Action #** | **SUBSTIUTE COURSE(s) taken at** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **REQUIRED COURSE(s) at UTEP** |
| **Course as it appears on UTEP transcript** | **Course as it appears on UTEP degree plan** |
| **Course** **(SUBJ & #)** | **Course Title** | **Grade**  | **SCH** | **Course #****(SUBJ & #)** | **Course Title** | **SCH** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
|  | **TOTAL CREDIT HOURS** |  | **TOTAL CREDIT HOURS** |  |

**Justification:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approvals:

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

 Academic Advisor Advisor’s Signature Date

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

 Chair Chair’s Signature Date

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

Dean of Engineering Signature Date

--- *for* ***E-Paso Office*** *use* ***ONLY*** ---

**SHEET:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) ENTRY #: \_\_\_\_\_\_\_\_\_\_Logged By: \_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_**

 **Processed By:\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_**