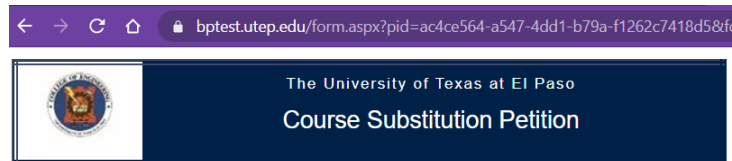


Course Substitution Online Form

Student Instructions

1. Choose “No” and your information will appear



DTN:17028 Submit Date: 4/29/2020

Are you an advisor/ staff submitting for student?

SPRIDEN ID

Name Email

Phone

Major

Are you an advisor/ staff submitting for student?

SPRIDEN ID

Name Email

Phone

2. Choose your major

Are you an advisor/ staff submitting for student?

SPRIDEN ID

Name Email

Phone

Major

Instructions: *Please note that the TOTAL CREDIT HOURS from awarded at may list bot*

SCH

3. Write in the details of the course taken at another institution. For example

SUBSTITUTE COURSE(s) taken at El Paso Community College			
Course as it appears on UTEP transcript			
Course (SUBJ & #)	Course Title	Grade	SCH
BE 2375	Introduction to Ther	B	3
<input type="button" value="Add Course"/>			
Total Credit Hours	3		

4. If two you took two courses that are equivalent to one course at UTEP, click “Add Course” and add the details for the second course.

5. Write in the details of the equivalent course at UTEP. For example

REQUIRED COURSE at UTEP		
Course as it appears on UTEP degree plan		
Course #	Course Title	SCH
MECH 2311	* Introduction to The	3
Total Credit hours	3	

6. Write in the justification or add a PDF file. For example

Justification
I took ENGR 2334 in EPCC, which transfers as BE 2375 to UTEP based on the Transfer Guide. The course at EPCC goes over the same content as in MECH 2311 at UTEP.
<input type="button" value="Add Document"/>

7. Double check all your information, then select “OK” to submit. The form below is an example.

Are you an advisor/ staff submitting for student? No

SPRIDEN ID 8

Name Paydirt Pete Email ppete@miners.utep.edu

Phone

Major Mechanical Engineering

Instructions: All course substitutions must have an associated justification. Please note that the TOTAL CREDIT HOURS from the course(s) taken at another institution must be equal to, or greater than, the TOTAL CREDIT HOURS awarded at UTEP. Please use one form per UTEP course to be substituted. If the course has an associated lab, you may list both the course and the lab on one form.

SUBSTITUTE COURSE(s) taken at El Paso Community College

Course as it appears on UTEP transcript

Course (SUBJ & #)	Course Title	Grade	SCH
BE 2375	Introduction to Ther	B	3

Add Course

Total Credit Hours 3

REQUIRED COURSE at UTEP

Course as it appears on UTEP degree plan

Course #	Course Title	SCH
MECH 2311	Introduction to Ther	3

Total Credit hours 3

Justification

I took ENGR 2334 in EPCC, which transfers as BE 2375 to UTEP based on the Transfer Guide. The course at EPCC goes over the same content as in MECH 2311 at UTEP.

Add Document

Add Comment

8. Your petition will be revised by an advisor. Check your email regularly for a response regarding your request. This may take either a short or long time depending on the faculty availability.
9. **If your petition is returned**, check for comments made by faculty, change anything that is necessary, and then resubmit.