



Best Practice #20: Completing College of Liberal Arts Substitution Form

College of Liberal Arts Substitution Forms are required by the College of Liberal Arts Dean's Office for all requested course moves or substitutions for Major, Minor, Foreign Language, and Block Elective requirements.

Substitution Forms are required for University, Dean's Office, and SACS record-keeping and auditing purposes.

Substitution forms are required for tracking and timeline purposes to ensure receipt and on-time completion.

All College of Liberal Arts substitution forms will require the signatures of the department advisor, chair, and dean in order to be processed by the C.L.A.S.S Center.

A syllabus is not required for UTEP-to-UTEP course substitutions or course movements. Only a reason or rationale for the substitution is required in these instances; the rationale can be written in the space provided on the form.

All transfer courses requested as substitutions for any course within the Major, Minor, Foreign Language, or Block Elective would require a course syllabus from the institution where the course was completed. Substitution forms for transfer coursework without a syllabus will be returned to the student by the Dean's Office without further review until one is provided. The Dean's Office will notify the student through the email provided on the substitution form.

Please allow 3-4 weeks for processing.