



# COLLEGE OF LIBERAL ARTS SUBSTITUTION FORM

For Office Use Only: Date Received By
Deans Office _____
C.L.A.S.S Center _____

Name: \_\_\_\_\_ Date: \_\_\_\_\_

ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

COLART Degree: (Circle one) BA BM BS BFA

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ 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.

**REQUIRED COURSE INFORMATION**  
**Course required on degree plan:**  
 (Example: COMM 3365)  
 \_\_\_\_\_  
**Where is this course located in the degree plan?**  
 Languages \_\_\_\_\_  
 Block Electives \_\_\_\_\_  
 Major \_\_\_\_\_  
 Minor \_\_\_\_\_

**SUBSTITUTION COURSE INFORMATION**  
**Course to be used as substitution – as noted on UTEP transcript: (Example: COMM 33TR)**  
 \_\_\_\_\_  
**College or University & Title of Course:**  
**(Must attach syllabus for transfer courses)**  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Semester, Year, Grade:** \_\_\_\_\_

Advisor: (print) \_\_\_\_\_ (Sign) \_\_\_\_\_ (Date) \_\_\_\_\_

Reason for substitution: \_\_\_\_\_

Chair/Director: (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_ This substitution is for all students in this major. Reason:

\_\_ This substitution is for this student only. Reason:

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\*\***