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**