



Course Substitution Request

- Student should consult with their Academic Advisor
- Student submits Course Substitution Request form to Program Chairperson for review and evaluation
- Program Chairperson forwards Course Substitution Request to their Division Dean for final approval
- If approved, the Division Dean forwards this form to the Records and Registration Office for processing
- Course substitution will appear on the students Program Evaluation (check Web Advisor)

Please Print:

Last Name _____ First Name _____

CCM ID # _____

Major#/Major Name _____ Anticipated Month/Year of Graduation _____

IMPORTANT: Do not assume that course substitutions approved by CCM will be accepted as transferrable credit to another institution or will apply to a different CCM program. Transferability should be checked with each institution.

Course Substitution				Required Course			
Dept.	Course #	Title	Credits	Dept.	Course #	Title	Credits

Student Signature _____ Date _____

Department Approval

			Date
Advisor Signature	Recommended	Not Recommended	
Chairperson Signature	Recommended	Not Recommended	
Division Dean Signature	Approved	Not Approved	

Dept. Notes/Explanation: _____

*****Division Dean return this form to Records and Registration for processing*****

Records and Registration

Rec and Reg Input _____ Date _____