KANSAS WESLEYAN UNIVERSITY

Office of the Registrar PH285, 100 E. Claflin, Salina, KS 67401

Telephone: (785) 833-4318
FAX: (785) 404-1485
E-mail: kdubhub@kwu.edu

COURSE SUBSTITUTION REQUEST

A syllabus for each course must be included with this request.

Kansas Wesleyan University approves course substitutions on a case by case basis with appropriate documentation and when the course does not compromise the curricular integrity of KWU's education or the educational experience in the particular major or program.

Requirements for a Course Substitution:

1. Students and advisors should meet with the Office of the Registrar before pursuing a course substitution to ensure a replacement is appropriate.
2. No more than two course substitutions can be applied to the student's degree.
3. Course substitutions cannot be used as a repeat or replacement for a course that has already been completed.
4. Substitutions for a minor requirement will affect every minor in which the student is enrolled.
5. Generally substitution requests should be submitted and approved before the last day of the term prior to the student's attendance in the course, however all Course Substitution Requests must be submitted to the Office of the Registrar before the last day of the term prior to the term in which the student is expected to graduate. Substitution requests will not be approved during the term in which the student is expected to graduate.
   a. If the substitution is <u>for a specific course</u>, the course taken must meet the learning objectives outlined in the syllabus of that course. Both Syllabi must be attached.
   b. If the substitution is <u>for a foundational or liberal studies category</u> the course taken must meet the learning objectives outlined in the academic catalog for that category. The syllabus for the course taken and the catalog excerpt containing the learning objectives must be attached. List the name of the category or group on the form under "Be accepted as a substitute for".
   c. If the substitution is <u>for an elective within a major or minor</u>, the course taken must support the intention of the requirement. The syllabus for the course taken and clear evidence of how it supports the intention of the requirement must be attached. List the name of the requirement on the form under "Be accepted as a substitute for".

Last Name	First Name	Student ID#	Student's Catalog

Request for:

(Name and Number of course to be used as a substitute)

Offered at:

(Name of Institution where course is being/was taken)

Be accepted as a substitute for:

(Name and Number of required course for which you are seeking a substitution)

As Credit Toward (list the Major, Minor, Foundational, or Liberal Studies category to which this should be applied):

☐ Major: _____

☐ Minor: _____

☐ Foundational Requirement: _____

☐ Liberal Studies Requirement: _____

Appeal Procedure: Should your course substitution requested be denied, you may appeal to the Academic Affairs Committee. Present the appeal in writing, stating clearly the reason for the appeal, to the Chair of the Academic Affairs Committee and the Provost within five business days of the denial. You will be notified of subsequent events and the final decision. If you wish advice concerning this process, contact your advisor or The Office of the Registrar.

Comments (advisor):

Signatures on next page

(Revised 09/2017)

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Approvals:

Advisor Signature: ☐ Approved ☐ Not Approved Date:

Dept. Chair Signature ☐ Approved ☐ Not Approved Date:
(Department that Teaches Required Course)

Div. Chair Signature ☐ Approved ☐ Not Approved Date:
(For Your Academic Major)

Office of the Registrar Signature ☐ Approved ☐ Not Approved Date:

Provost Signature ☐ Approved ☐ Not Approved Date:

Comments:

PLEASE RETURN THIS FORM TO OFFICE OF THE REGISTRAR