

University of Vermont – College of Engineering & Mathematical Sciences – Substitution Request Form

Form Instructions:

1. Discuss your proposed substitution(s) and fill out Part 1 with a CEMS Student Services advisor.
2. Meet with your assigned advisor and the Department Chair or Program Director to discuss your proposed substitution(s) and complete Part 2.
3. Return your completed form to CEMS Student Services. Approved requests will be coded in your Degree Audit as appropriate.

PART 1

Name _____ NetID _____ Date _____

Major _____ Catalogue Year _____ CEMS Student Svcs Advisor _____

COURSE OR CURRICULUM REQUIREMENT			PROPOSED COURSE SUBSTITUTION				
Course Prefix	Course Number	Title of Course or Curriculum Requirement	Course Prefix	Course Number	Title of Course or UVM Transfer Equivalency	Semester Taken	Transfer Credit?
<i>Example 1</i> STAT	143	Statistics for Engineers	STAT	1XX	100 Level Statistics	Spring 2017	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide a brief explanation for your substitution request below. Attach any supporting documentation (optional) you'd like your advisor and Department Chair / Program Director to consider:

PART 2

Student's Signature _____ Date _____

Approved Denied Academic Advisor's Signature _____ Date _____

Approved Denied Department Chair / Program Director's Signature _____ Date _____

OFFICE USE ONLY

Exception Entered in Degree Audit (initial) _____