



ACADEMICS REQUIREMENTS REPORT UPDATE FORM

(Major/Minor Course Substitution)

This form is used to request individual course substitutions to Major or Minor course requirements stated in the SSU catalog. An approved course substitution will be reflected in the Academics Requirements Report (ARR). Pre-requisites will not be satisfied by the substitution, and permission numbers may need to be used to waive them for enrollment. This should be reviewed, approved and signed by the advisor prior to Department Chair approval.

Name		Student ID	
Telephone		Major	
SSU Email		Minor	
Check One	BA BS BFA BM	Concentration/ Track	

Must Be Filled Out By Student	Must Be Filled Out By Advisor
<p style="text-align: center;">Major or Minor Requirement</p> <p>Substitute course: _____</p> <p>For required course: _____</p> <p style="text-align: center;">Taken Currently Taking or Planning to Take _____</p> <p style="text-align: right; margin-right: 50px;"><small>Semester/Year</small></p> <p>At (college): _____</p> <p>Grade Received: _____</p>	<p style="text-align: center;">Approved YES NO</p> <p>Must enter requirement #* RQ# <input style="width: 100px;" type="text"/></p> <div style="border: 1px solid black; padding: 5px;"> <p>Explanation: Waive grade requirement? Yes No N/A</p> </div> <p style="text-align: center; font-size: small;">**Substitution not yet completed, minimum grade acceptable _____</p>

Must Be Filled Out By Student	Must Be Filled Out By Advisor
<p style="text-align: center;">Major or Minor Requirement</p> <p>Substitute course: _____</p> <p>For required course: _____</p> <p style="text-align: center;">Taken Currently Taking or Planning to Take _____</p> <p style="text-align: right; margin-right: 50px;"><small>Semester/Year</small></p> <p>At (college): _____</p> <p>Grade Received: _____</p>	<p style="text-align: center;">Approved YES NO</p> <p>Must enter requirement #* RQ# <input style="width: 100px;" type="text"/></p> <div style="border: 1px solid black; padding: 5px;"> <p>Explanation: Waive grade requirement? Yes No N/A</p> </div> <p style="text-align: center; font-size: small;">**Substitution not yet completed, minimum grade acceptable _____</p>

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1. ADVISOR APPROVAL	2. DEPARTMENT CHAIR APPROVAL
Name (print): _____	Name (print): _____
Name (sign): _____	Name (sign): _____
Ext: _____ Email: _____	Ext: _____ Email: _____
Date: _____	Date: _____

*Requirement number (RQ#) can be found on the ARR, listed after the requirement that you are fulfilling with this substitution. It is the responsibility of the final signer to send the approved original to Admissions & Records or to notify the student of a denied request
****In progress courses:** If the acceptable minimum grade is other than "D", substitution will not show in the ARR until the final grade is posted.