

Course Substitutions and/or Relocation of Credits in EVAL Request Form

(Also available in DocUSign.)

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|  | **Purpose of Request: For Graduation** **[ ]**  |
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| **TO:** | **Registrar** |  |  |  |
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| **THRU:** |       |  | [ ]  **Approved** |       |
|  | **Program Area Dean** |  | [ ]  **Unapproved** | **(Initials / Date)** |
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| **THRU:** |       |  | [ ]  **Approved** |       |
|  | **Division Chair** |  | [ ]  **Unapproved** | **(Initials / Date)** |
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| **THRU:** |       |  | [ ]  **Approved** |       |
|  | **Department Chair / Program Coordinator** |  | [ ]  **Unapproved** | **(Initials / Date)** |
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| **FROM:** |       |  |  |  |
|  |  |  |  |  |
| **DATE:** |       |  |  |  |

I recommend the following course substitutions and/or relocation of credits in EVAL be permitted:

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| **(Student's Name)** |  | **(Datatel IDN)** |  |  | **(Curriculum Code)** |

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| **SUBSTITUTIONS** |
| **COURSE (CREDIT HOURS)** |  | **COURSE (CREDIT HOURS)** | **JUSTIFICATION/COMMENTS** |
| Ex: COM 231 (3) | For | ENG 115 (3) |       |
|       | For |       |
|       | For |       |
|       | For |       |

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| **RELOCATION OF CREDITS IN EVAL** |
| **COURSE** | **MOVE FROM SECTION** | **MOVE TO SECTION** | **COURSE** | **MOVE FROM SECTION** | **MOVE TO SECTION** |
| Ex: BIO 283 | Other Courses | Other Major Requirements |       |       |       |
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| **Distribution: Advisor** **Department Chair** | **Student Folder****VA Office (if applicable)** |