Form to Request Substitution for an Academic Requirement

Name: ___________________________ Signature: ___________________________
Last         First         Middle
Student making request

Student email address: ___________________________@clemson.edu

Catalog year: ______________ - ____________

Expected graduation date: ________________________
month       year

The following substitution for an academic requirement is requested:

________________________________________________________________________

________________________________________________________________________

FOR

Course (number and title) __________________________________________________________________________

Academic Requirement or Course (number and title) __________________________________________________________________________

Is this a transfer course? (See University Regulations)

☐ Yes ☐ No

☐ 2-year school ☐ 4-year school

If yes, list name of transfer institution(s):
________________________________________________________________________

Detailed Justification (required; cite specific curriculum requirement; attach supporting documentation):
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date: __________ Name: ___________________________ Signature: ___________________________
Please print

Academic Advisor/Department Chair

Remarks:
________________________________________________________________________

________________________________________________________________________

☐ Approved ☐ Denied

Date: __________ Name: ___________________________ Signature: ___________________________
Please print

Department Chair of Minor, CCA, or STS

Remarks:
________________________________________________________________________

________________________________________________________________________

☐ Approved ☐ Denied

Date: __________ Name: ___________________________ Signature: ___________________________
Please print

Department Chair of Major

Remarks:
________________________________________________________________________

________________________________________________________________________

☐ Approved ☐ Denied

Date: __________ Name: ___________________________ Signature: ___________________________
Please print

Dean of Major College

Remarks:
________________________________________________________________________

________________________________________________________________________

☐ Approved ☐ Denied

Date: __________ Name: ___________________________ Signature: ___________________________
Please print

Dean Responsible for Requirement or Course

When this form is complete, please return to the Enrolled Student Services Office in 104 Sikes Hall.
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INSTRUCTIONS
To avoid prerequisite issues or a delay in graduation, this form should be submitted as early as possible. Note that some colleges do not consider requests in the last semester, so it is best to submit prior to application for graduation.

This form is a request for a change to the curriculum requirements for an individual student and approval is not guaranteed, nor does approval for this individual student imply that the same request will be approved for others. Denied requests will be returned to the academic advisor.

Student Responsibilities – Box 1: Meet with your academic advisor to discuss your request. Sign the form and fill in the information in Box 1. Work with your advisor to fill out the Detailed Justification section in Box 3. The request is dated on the date your advisor signs. A clear justification will expedite the review process.

Transfer Courses – Box 2: Courses transferring to Clemson as “Elective” must have supporting documentation attached. A Permission to Take Coursework Elsewhere form must be completed prior to enrolling at another institution. Courses taken at 2-year institutions cannot be used to substitute for 300 or higher level courses.

Advisor Responsibilities – Box 3: Work with the student to provide the Detailed Justification in Box 3. Attach supporting documentation which should include a copy of the curriculum map from the Undergraduate Announcements with the specific requirement highlighted. Other documents may include course syllabi, memoranda of support from the department’s curriculum committee, or TCEL data. Sign the form in Box 3 and provide the student with instruction on delivery to the person that can provide the next required signature. Keep a copy of the form for your records.

Signatory Information
Remarks are required if the request is denied, and the student must meet again with the academic advisor.

Requirement for Minor/CCA/STS – Box 4
Approval for a substitution within a minor can be granted by the chair responsible for the minor curriculum, usually the department chair (or designee) for the department that teaches courses in the minor. For some programs (cluster minors, Women’s Studies, etc.) the signatory may not be a department chair. Visit http://www.clemson.edu/administration/ugs/ for the current list of contacts. Substitutions for Cross Cultural Awareness must be approved by Dr. Jan Murdoch (Dean of Undergraduate Studies). Substitutions for STS must be approved by Dr. Pam Mack (History). No additional signatures are required.

Requirement for Major – Box 5
- Department Chair of Major: The department chair (or designee) in which the curriculum is offered must approve by signature after the academic advisor has approved the request. A department chair may approve the request as advisor under special circumstances. The department chair will ensure delivery of the form to the appropriate Dean’s Office.
- Dean of Major College: The Dean (or designee) of the college in which the curriculum is offered must approve by signature after the department chair has approved the request. If all courses involved on the form are contained within one college then this is the last signature required. The Dean’s Office will ensure delivery of the form to Sikes Hall.
- Dean Responsible for Requirement or Course: If the academic requirement or course is housed in a separate unit outside of the major college, the Dean (or designee) in the unit responsible for the requirement or course must approve the request. The Dean’s Office will ensure delivery of the form to Sikes Hall.