

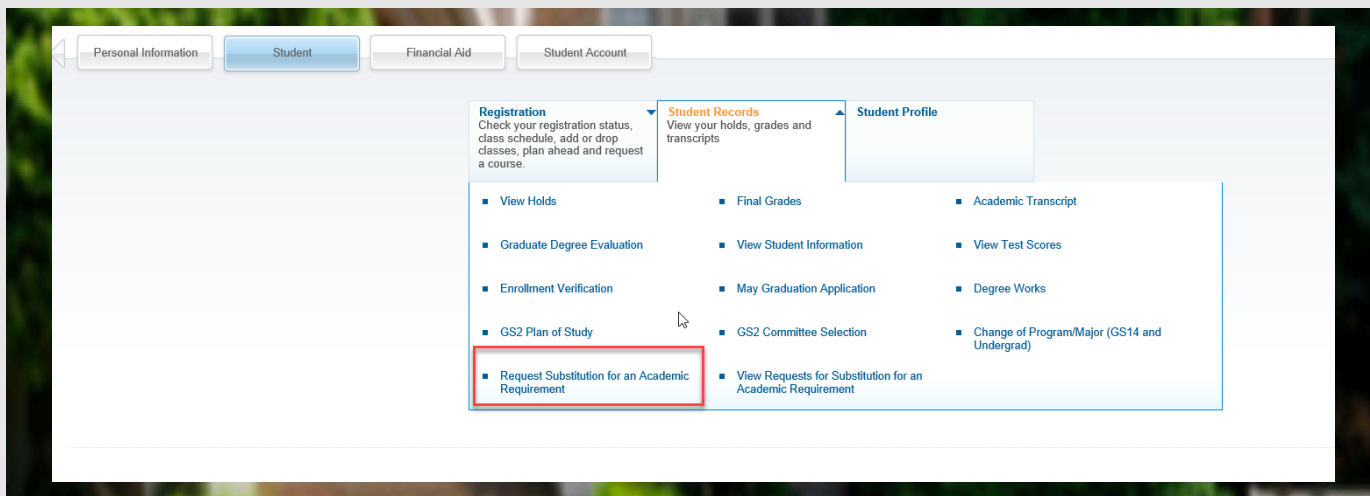


Course
Substitution
Workflow

Students

If you wish to make a substitution for your current program (major, concentration/emphasis or minor) you will need to submit a Request Substitution for Academic Requirement.

1. Log into iROAR > Students > Student Records > Request Substitution for an Academic Requirement.



2. Select the program. If you have a second program make sure to select the correct program that you wish to apply the substitution.

Request a Substitution for an Academic Requirement

Select program for which the substitution should apply (select one).

Current Program

Bachelor of Arts

Level: Undergraduate

Program: BA Secondary Education

Catalog term: Fall 2016

College: Education

Campus: Clemson (Main Campus)

Major and Department: Secondary Education, Teaching and Learning

Major Concentration: Mathematics Emphasis

Major and Department: Mathematical Sciences, Mathematical Sciences

Minor: Accounting

Continue

Cancel

3. Click continue.

4. Select the area that you would like to use the substitution for.

****You must give a **justification** that will be sent to your Academic Advisor. If your advisor feels that he/she needs additional documentation, your advisor may email you a request to send the syllabus or other documents.

Request a Substitution for an Academic Requirement

To which requirement will the substitution be applied? (select one)

- Major Requirement Select a major:
- Concentration/Emphasis Requirement
- Minor Requirement
- General Education Requirement
- General Education CCA Requirement
- General Education STS Requirement

Justification to be passed to your Advisor (maximum 500 characters):

****If you are a double major, have two concentrations, or two minors you must choose from the drop down menu that will appear.

5. Click and read through the “Substitution Policy” link. Once you have read the policy, click the box to acknowledge that you have read and understand the policy.

6. Click Continue.

7. Then choose which course(s) you wish use for your substitution. You may only choose two courses.

Request a Substitution for an Academic Requirement

Substitute THIS:

Choose up to TWO courses which are the basis for the substitution. Scroll to the bottom to finish the substitution, and click Continue.

<input type="checkbox"/>	Subject	Course	Title	Credits	Grade	Term taken	Notes	Institution	Degree Level	Subject	Course	Title
<input type="checkbox"/>	BCHM	3050	Essen Elements Bioch	3	B	Fall 2016						
<input type="checkbox"/>	BIOE	4510	CI-Cancer Cell Comparison	2	A	Fall 2016						
<input type="checkbox"/>	BIOE	4510	CI-Cancer Cell Comparison	2	A	Spring 2016						
<input type="checkbox"/>	BIOL	1010	Frontiers in Biology I	1	B	Fall 2015						
<input type="checkbox"/>	BIOL	1100	Prin of Biology I	5	TR	Fall 2015	TRANSFER	Advanced Placement (AP)	4 YEAR	APBI	4	Biology
<input type="checkbox"/>	BIOL	1100	Prin of Biology I (HON)	5	A	Fall 2015						
<input type="checkbox"/>	BIOL	1110	Prin of Biol II	5	TR	Fall 2015	TRANSFER	Advanced Placement (AP)	4 YEAR	APBI	4	Biology
<input type="checkbox"/>	BIOL	1110	Prin of Biol II (HON)	5	A	Spring 2016						
<input type="checkbox"/>	BIOL	3350	Evolutionary Biology	3	B	Fall 2016						

8. Once you have selected the course(s) click continue

<input type="checkbox"/>	HIST	1010	Hist of the U S	3	TR	Fall 2015	TRANSFER	Advanced Placement (AP)	4 YEAR	APHU	3	US History
<input type="checkbox"/>	HON	1940	Scientific Skepticism	3	A	Fall 2015						
<input type="checkbox"/>	HON	2090	French Conversation	1	A	Fall 2016						
<input type="checkbox"/>	HON	2090	French Conversation Group	1	A	Spring 2017						
<input type="checkbox"/>	MATH	1060	Calculus of One Variable I	4	TR	Fall 2015	TRANSFER	Advanced Placement (AP)	4 YEAR	APAB	4	Calculus AB
<input type="checkbox"/>	PHYS	2070	General Physics I	3	A	Spring 2017						
<input type="checkbox"/>	PHYS	2090	Gen Phys Lab I	1	A	Spring 2017						
<input type="checkbox"/>	PSYC	2010	Intro to Psychology	3	A	Spring 2017						
<input type="checkbox"/>	STAT	2300	Statistical Methods I	3	A	Fall 2015						

9. Select the course you would like to substitute for or type in the academic requirement that you will be using the course(s) to fulfill.

Request a Substitution for an Academic Requirement

For THIS:

Choose the course for which you should receive credit:

Subject:

Course Number:

OR

Describe the academic requirement you are seeking (maximum 100 characters):

*****You will only be allowed to substitute for one requirement or one course.**

10. Click continue.

11. You should see a confirmation page like the one shown below. Make sure to review your selections. If everything is correct, click submit.

CONFIRMATION

Requested substitution for an academic requirement:

Restesbstitution for

Substitute THIS:

Subject	Course	Title	Credits	Grade	Term taken	Notes	Institution	Degree Level	Subject	Course	Title
COMM	1500	Intro to Human Communication	3	A	Fall 2016						

For THIS:

Subject	Course	Title
ACCT	2900	Special Topics

To meet this requirement:

Major Requirement

For the following:

BS-BIOS-G

With this justification:

None of the courses required offered.

Are you sure you want to submit this substitution request?
Once you click "Submit", automated approvals and processes will be initiated.

By clicking the Submit button below, I acknowledge that I have read and understand the Substitution Policy found at the link below:

[Substitution Policy](#)

12. Press Submit in the bottom left corner.

13. Once you have submitted the request you will receive a confirmation page as shown below. Print it for your records.

Your Substitution Request for an Academic Requirement has been submitted!



Substitute THIS:

Subject	Course	Title	Credits	Grade	Term taken	Notes	Institution	Degree Level	Subject	Course	Title
ENGL	2140	American Literature	3	TR	Spring 2016	TRANSFER	Tri-County Tech College	2 YEAR	ENG	202	American Literature II

For THIS:

Subject	Course	Title
ENGL	2150	Lit in 20th-21st Cent Contexts

To meet this requirement:

Concentration/Emphasis Requirement for Literature Emphasis

For the following:

BA-SECE-E

With this justification:

k

Your records will be updated after all advisor approvals have been completed.
You will receive an email after your request has been approved or denied.

Print or save this page for your records.

Finish