



REQUEST FOR COURSE SUBSTITUTION

(RO-09/25)

Registrar's Office 200 High Street, Glenville, WV 26351 304-462-4117 Fax: 304-462-8619 registrar@glenville.edu

STUDENT: _____ GSU ID #: _____

DEGREE PROGRAM(S)
TO APPLY THIS REQUEST: _____

Definitions:

Substitution: A substitution is acceptable in lieu of a required course for a one-time exception; **NOT** a 70% match to content and learning outcomes to a GSU course.

Equivalency: A course completed through another institution that has been deemed to have a minimum 70% comparable/equal content and learning outcomes to a GSU course. **If there is a completed transfer course that you believe meets the listed criteria please see the *Request for Re-Evaluation of Transfer Credit Form* for more details and directions.** Will be added to the system and automatically accepted in transfer for GSU's course for all future students.

Substitution Requested:

REQUIRED COURSE:
(Ex.: ENGL 101)

☐ COMPLETED (OR) ☐ COMPLETING:
_____ Semester _____ Year

Rationale for request: _____

Rationale should include information on how this substitution request meets the general education or degree program's learning outcomes.

Student Signature

Date

Advisor Signature

Date

☐ Approved ☐ Denied

Dean/Chair Signature (of required course)

Date

☐ Approved ☐ Denied

Certification Analyst Signature

Date

☐ Approved ☐ Denied

VP for Academic Affairs Signature

Date

Rationale for any denied request: _____