



STUDENT COURSE SUBSTITUTION REQUEST

Date of request \_\_\_\_\_ To \_\_\_\_\_

Return to \_\_\_\_\_ By (Date) \_\_\_\_\_  
Academic Advisor Curriculum Coordinator

Student Requesting Change of Degree Requirement \_\_\_\_\_

UNM ID # \_\_\_\_\_ GPA \_\_\_\_\_ Cum Hrs \_\_\_\_\_

Certificate in \_\_\_\_\_ Associate in \_\_\_\_\_ Catalog Year \_\_\_\_\_

**Degree Change requested:**  
Substitute Course Number \_\_\_\_\_

Course Title \_\_\_\_\_

(A copy of the course description (if available) for courses not taken at UNM or its branches is attached.)

Grade \_\_\_\_\_ Cr. Hrs. \_\_\_\_\_ Sem./Yr. \_\_\_\_\_

College/University \_\_\_\_\_

**For Degree Requirement:**  
Course number \_\_\_\_\_

Course Title \_\_\_\_\_

Cr. Hrs \_\_\_\_\_ Sem./Yr. \_\_\_\_\_

**Reason for request**

\_\_\_\_\_ Student is scheduled to graduate and was unable to take course(s) last time it was offered because, (reason) \_\_\_\_\_

\_\_\_\_\_ Change in program requirements necessitates course substitution.

\_\_\_\_\_ Comparable course taken at another institution

\_\_\_\_\_ Other/Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that this substitution may or may not be used as a substitution for my current degree program. If at any time I change catalog years or degree programs this substitution will no longer apply.

Student Signature \_\_\_\_\_ Phone \_\_\_\_\_

Curriculum Coordinator \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Reason if Disapproved \_\_\_\_\_

Department Head \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Reason if Disapproved \_\_\_\_\_

Check here if additional comments are written on back.

- Student requests form from Academic Advisor and completes section 1
- Student submits form and attachments to Curriculum Coordinator for approval
- Curriculum Coordinator approves or denies request and submits to Department Head
- Department Head approves or denies request and returns to Academic Advisor
- Academic Advisor notifies student, changes degree checklist, and requests changes on e-progress