STUDENT COURSE SUBSTITUTION REQUEST

Date of request____________________________ To__________________________________________

Return to_________________________________________ By (Date)____________________________

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

2/09