



DEGREE REQUIREMENTS SUBSTITUTION REQUEST

1407 14th Avenue N.W. Calgary, Alberta T2N 4R3

Telephone: (403) 284-7634

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REGISTRAR'S OFFICE

PERSONAL INFORMATION

Name: _____ Student ID#: _____

Major: _____ Year of Study: _____ BFA BDes

Email: _____ Telephone: _____

COURSE(S) TO BE SUBSTITUTED

In some instances course substitutions are appropriate for degree completion. Students are still required to meet the correct number of upper level (300/400 level courses) and lower level (100/200 level) studio and non-studio courses. Lower level courses cannot be substituted for upper level requirements.

Substitutions will be evaluated based upon the current degree major. Substitutions to one degree major may not be accepted for another degree major and changing majors may impact your ability to use credits already taken and may increase the time to complete a degree.

Student must present the requested substitution to an Academic Advisor who will do a program check. Once that is complete the request can be taken to the Program Chair for consideration. **Please attach the completed Program Planning Guide.**

Once completed please submit this form to the Registrar's Office, so that your degree substitution can be noted on your student file for when you apply to graduate.

HAVE OTHER SUBSTITUTIONS ALREADY BEEN GRANTED? Yes No Student Initials: _____ Advisor Initials: _____

| COURSE CODE & NUMBER TO BE SUBSTITUTED | ACAD DEGREE COURSE REQUIREMENT | IF EXTERNAL: HAS THIS COURSE PREVIOUSLY BEEN ACCEPTED FOR TRANSFER TO ACAD | ARE THE OVERALL DEGREE REQUIREMENTS STILL BEING MET? |
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Student Signature: _____ Date: _____

Advisor who did program check: _____ Date: _____

Program Chair (APPROVAL): _____ Date: _____

OFFICE USE

Date Recorded: _____

PPG updated Yes _____ Staff initials

Note on SPACMNT Yes _____ Staff initials