

**REGISTRAR'S OFFICE**

1407 14 Avenue NW T: 403.284.7634 E: registrar@auarts.ca  
 Calgary, Alberta T2N 4R3 F: 403.284.7644 [www.auarts.ca](http://www.auarts.ca)

**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 | AUArts DEGREE COURSE REQUIREMENT | IF EXTERNAL: HAS THIS COURSE PREVIOUSLY BEEN ACCEPTED FOR TRANSFER TO AUArts | 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