



Registrar's Office
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 registrar@auarts.ca

Undergraduate Studies:

Request for Degree Requirements Substitution

This form will be completed by continuing students who are requesting a degree requirement course substitution. This form is not used for the assessment or granting of transfer credit.

Student Information

Student ID:	Student last name:	Student first (or chosen) name:	
Street / Box address:	City:	Province:	Postal code
Phone number:	AUArts email address:	Degree / Major:	

Degree Requirements Course Substitution Detail

Degree requirement course substitution means replacing one AUArts course for another AUArts course to meet graduation requirements. A course substitution does not reduce the total number of credits required for graduation.

Degree requirement to be replaced, AUArts Course Number and Title Example: ENGL.21# <i>English Writing</i>	Course that will substitute for the degree requirement, AUArts Course Number and Title Example: ENGL.22# <i>English Literature</i>
Reason for petition:	

Requests are process by the Registrar's Office up to and including the first day of classes in a term. Requests submitted after the first day of classes will be processed for the next term.

I understand that to be eligible for consideration of this request,

1. If I have an outstanding/unpaid balance I will not be approved for a Degree Requirement Substitution until all tuition and fees are paid. This means all accounts must be in good standing before my petition is considered.
2. I must have completed at least 30 credits toward my degree.
3. My cumulative grade point average (GPA) should be minimum 2.5/4.0 as evidenced by my unofficial transcript.
4. Approval of the course substitution does not waive any prerequisite requirements for the substituted course.
5. The decision to approve the degree requirements substitution is at the sole discretion of the program Chair.

Student's signature:	Date:
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Office Use Only

Conditions Checked:	<input type="checkbox"/> RO: Holds Cleared	<input type="checkbox"/> Balance Owing _____	<input type="checkbox"/> GPA ____/4.0
Degree Requirements Substitution:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Assessed By: _____ /Chair	Date: _____
Record Update/Comm:	<input type="checkbox"/> SPACMNT updated	<input type="checkbox"/> PPG updated	<input type="checkbox"/> Student Advised