THE COLLEGE OF SAINT ROSE 
COURSE SUBSTITUTION APPROVAL FORM

To: Registrar

Date: _____________

Student’s name: ______________________________________________
Student Identification number: ____________________________________________
Major: _____________________________________________________________
Concentration (if applicable): ___________________________________________
(Required only if the student is enrolled in a concentration curriculum for which more than one department shares responsibility. It is strongly recommended that students who wish to request substitution of a required concentration course begin the process by first speaking with the Discipline/Concentration Representative.)

Required course for which a substitution is requested
(prefix, number, title): ______________________________________________

Reasons for requesting a waiver:

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Proposed substitute course (prefix, number, title): ________________________

Explain how curricular objectives are achieved by the substitute course:

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Signatures:

Advisor’s signature: ____________________________ Date: __________

Discipline/Concentration/Minor Dept. Chair's signature: ____________________________ Date: __________

Dean’s signature: ____________________________ Date: __________

**Major/Lib Ed/Core/General Elective approvals should go to the Dean of the school which houses the student's major.
**Concentration/Minor approvals should go to the Dean of the school which houses the discipline.