	Date Request Received:

Heritage

Request permission to SUBSTITUTE A COURSE

Section One: to be completed by the student			
Name:			
Student Number:		**Phone Number:**	
E-mail:			
I am requesting to take this course:	*(course code)*	*(course name)*	
In place of this required course:	*(course code)*	*(course name)*	
Term and Year of the requested substitution:			
State your reason for requesting to substitute this course:			
Student Signature:			

Section Two: OFFICE USE ONLY			
STEP ONE: Reviewed by the Registrar (Signature):		**Date:**	
STEP TWO: Approved by the Faculty Advisor (Signature):		**Date:**	
STEP THREE: Approved by the Academic Dean (Signature):		**Date:**	
Notes: (If the course substitution is NOT approved, please state the reason)			
Registrar's Office tracking:	☐ Notify student of approval_____	**For the Registrar when course completed:** ☐ Substitution applied on myHeritage Date: _____	