



Date Request Received:
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## Request permission to SUBSTITUTE A COURSE

1. Discuss your request with your Faculty Advisor **and** explain why you are requesting a course to be substituted.
2. Complete **all** required fields on the form. Check **all** required boxes where applicable.
3. Sign and date
4. Submit completed form to the Registrar's office or email [sbrubacher@heritagecs.edu](mailto:sbrubacher@heritagecs.edu)
5. Request subject to Dean's approval.

<b>Section One: to be completed by the student</b> <i>*required fields</i>
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<b>*Full Name:</b>			
<b>*Student Number:</b>		<b>*Current Program:</b>	
<b>E-mail:</b>			
<b>*I am requesting to take this course:</b>	<i>(course code)</i>	<i>(course name)</i>	
<b>In place of this <u>required</u> course in my degree audit:</b>	<i>(course code)</i>	<i>(course name)</i>	
<b>Term and Year of the requested substitution:</b>			
<b>State your reason for requesting to substitute this course:</b>			

<b>*Student Signature:</b>		<b>*Date:</b>	
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<b>Section Two: OFFICE USE ONLY</b>
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<b>STEP ONE: Reviewed by the Registrar (Signature):</b>		<b>Date:</b>	
<b>STEP TWO: Approved by the Faculty Advisor (Signature):</b>		<b>Date:</b>	
<b>STEP THREE: Approved by the Academic Dean (Signature):</b>		<b>Date:</b>	
<b>Notes:</b> (If the course substitution is NOT approved, please state the reason)			
<b>Registrar's Office tracking:</b>	<input type="checkbox"/> Notify student of approval _____	<b>For the Registrar when course completed:</b> <input type="checkbox"/> Substitution applied on myHeritage Date: _____	