



UNIVERSITY
OF THE BAHAMAS

REQUEST FOR COURSE SUBSTITUTION

Students who wish to substitute another course for a course listed on their programme/contract of study must seek permission from the Head of the Academic Unit responsible for their programme of study and complete a **REQUEST FOR COURSE SUBSTITUTION** form. Prior to speaking with the Academic Head, students should consult their academic advisor. Course substitutions may be suggested by the advisor, but must be approved by the Academic Unit Head and Academic Dean. **Requests for course substitutions should be approved prior to taking the course.**

Name of Student: _____ ID #: _____
Please print

Home Phone: _____ Cell Phone: _____

Semester/Year Started at UB: _____ Current Cumulative GPA: _____

Degree: _____ Major/Minor: _____

SUBSTITUTE (Course Abbr./No.): _____ **FOR** (Course Abbr./No.): _____

Semester/Year Substitute Course to be Taken: _____

Course Fulfills (Check one): ☐ Major Area ☐ Minor Area ☐ Elective

Reason for Request: _____

Student's Signature: _____ Date: _____

Academic Advisor's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

☐ Substitution Approved / ☐ Substitution Denied

Rationale: _____

Name/Signature, Academic Unit Head Responsible for Student's Programme of Study

Date

☐ Substitution Approved / ☐ Substitution Denied

Name/Signature, Academic Dean Responsible for Student's Programme of Study

Date

FOR RECORDS DEPARTMENT USE ONLY

Date Recorded: _____ Date Processed: _____

Signature, Director/Assistant Director of Records: _____ Date: _____