



UNIVERSITY
OF THE BAHAMAS

REQUEST FOR COURSE SUBSTITUTION

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

Name of Student: _____ ID #: _____
Please print
 Telephone: _____ (Home) _____ (Cell) _____ (Work)
 Semester & Year Started at UB: _____ Current GPA: _____
 Degree: _____ Major/Minor: _____

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

Substitute Course to be Taken: _____ Course Fulfills (Check one): [] Major Area [] Minor Area [] Elective
Semester & Year

Reason for Request: _____

Signature of Student _____ Date _____

Signature of Academic Advisor _____ Date _____

FOR OFFICIAL USE ONLY

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

[] Substitution Approved [] Substitution Denied

Name/Signature, Academic Unit Head Responsible for the Course _____ Date _____

[] Substitution Approved [] Substitution Denied

Name/Signature, Academic Dean Responsible for the Course _____ Date _____

[] Substitution Approved [] Substitution Denied

If signatories are not in agreement, the Office of the Provost must sign.

Name/Signature, Office of the Provost _____ Date _____

[] Substitution Approved [] Substitution Denied

Rationale for Denial:

FOR RECORDS DEPARTMENT USE ONLY

Date Recorded: _____ Date Processed: _____

Signature, Director/Assistant Director of Records: _____

