

SUBSTITUTION REQUEST

SCHOOL OF BUSINESS

This form is for current undergraduate Business students requesting to have a degree requirement substituted for a course(s) otherwise completed. If approved, the student’s transcript will remain the same, but the substitution will be reflected in the student’s Advisement Report in StudentAdmin. Depending on the nature of the request, it could take several weeks to be reviewed and processed.

Student name: _____ Student ID#: _____

UConn email address: _____ Phone: _____

Current Semester Standing: 1st term 2nd term 3rd term 4th term 5th term 6th term 7th term 8th term

Are you pursuing a Dual Degree? No Yes

Are you in the Honors Program? No Yes

What is your current major? _____

I wish to substitute _____ taken in _____
this should match a course(s) on your UConn transcript semester taken, or "T" for transfer

for _____ which is required as _____
this should match a course or category on your Plan of Study Business required course, major requirement, etc.*

**Department Head must directly email Brandy Nelson, Director, approval for any major requirement substitution before this form can be reviewed.*

For full consideration, please provide a reason for this request:

Student signature: _____ Date: _____

For office use only

Advisor comments: Name: _____ Date: _____ Notes: _____

OUA approval: Approve Deny Date: _____ Signature: _____
Dean’s Designee

For Degree Audit – Graduation Exception

Student name: _____ Student ID#: _____

Requirement term: _____ Program/Plan/Subplan: _____

Provide the RG & RQ numbers and course (located on the advisement report in StudentAdmin):

Requirement Group	Requirement	Content Area 1-4	Course/Units Needed	Use these courses or units instead

Additional notes to Degree Audit: