

MINNESOTA STATE COLLEGE SOUTHEAST

Substitution Of Required Course(s) Form

MSCS is asking you to provide private information in order to process your Substitution request. This information will be used to update your academic record. You are not legally required to provide this information; however, the college may not be able to effectively process your request if you do not provide sufficient information. Access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: to other schools in which you seek or intend to enroll, or are enrolled; to federal, state or local officials for purposes of program compliance, audit or evaluation; as appropriate in connection with your application for, or receipt of, financial aid; if the information is sought with a court order or subpoena; or as otherwise permitted by other state or federal law.

Name

Student ID Number

Substitution for

Course Number/Course Name required on program plan

of Credits

Substituted Course

Course Number/Course Name of substituted course

of Credits

Program Major

The reason for this substitution is:

Advisor Signature

Date

Liberal Arts Signature (if applicable)

Date

ACTION

Substitution Approved.

Substitution Denied. Reason:

Administrator

Date