WILLIAM & MARY
Arts & Sciences

DEAN OF UNDERGRADUATE STUDIES

Course Substitution Request Form

Use this form to petition the Committee on Degrees to complete a degree requirement by substituting one course for another. Approval is not automatic and is generally given only in extraordinary circumstances.

Instructions

Attach additional documentation:

- Your Degree Works
- Syllabus for the proposed substitute course
- Other documentation as indicated if the proposed substitute course was taken at an institution other than William & Mary (see form)

Return completed form to the Office of Academic Advising, Swem Library 169.

WILLIAM & MARY
Arts & Sciences

DEAN OF UNDERGRADUATE STUDIES
Office of Academic Advising, Swem Library 169
757-221-2476 | advising@wm.edu

Course Substitution Request

Student's Name: _____ **Banner ID #:** _____

Phone: _____ **Email:** _____

Major | Minor: _____ **Anticipated Graduation Date:** _____

I am requesting a course substitution to satisfy the degree requirement indicated below:

☐ COLL ☐ GER ☐ Proficiency ☐ Major Requirement ☐ Minor Requirement

Required Course:

_____
Course Prefix and Number

_____
Course Title

_____
Number of Credits

Proposed Substitute Course:

_____
Course Prefix and Number

_____
Course Title

_____
Number of Credits

☐ I took this course at William & Mary
☐ I took this course elsewhere in the U.S.*
☐ I took this course elsewhere outside the U.S.**

I have included the following documentation with my petition:

☐ Degree Works (required)
☐ Syllabus for the proposed substitute course (required)
☐ *Copy of Registrar's email approving that office's "Permission to Take Course Elsewhere" (if needed)
☐ **Copy of completed Reves Center's "Study Abroad Transfer Credit Approval Form" (if needed)

(continued on next page)

How is your proposed substitute course similar to the required course and degree requirement?
(~150 words)

Explain the extraordinary circumstances that justify a substitution in your case (~150 words):

Additional information from instructor, faculty advisor, or others (~150 words):

Student Signature _____ Date _____

Chair/Director for required course: Print Name | Signature _____ Date _____

Dean of Undergraduate Studies Signature _____ Date _____

Passed on to COD for approval? ☐ Yes ☐ No

COD Decision: ☐ Approved ☐ Denied