



# Request for Course Substitution Approval

## Office of the University Registrar

*(Please Print)*

Banner ID	Last Name	First Name	MI	Date of Birth
Phone Number		Email		Classification
College	Degree	Major	Concentration	Minor

- 1.) For any substitutions involving core curriculum courses, please contact the Office of the University Registrar before any approval signatures are obtained.
- 2.) Courses taken at freshman and/or sophomore (1000-2000) level cannot be used to substitute for junior, senior and/or graduate (3000-4000-5000-6000) level courses.
- 3.) Course(s) accepted for credit by another institution does not guarantee academic credit at TAMIU. Each course is evaluated to determine course equivalencies and appropriate qualifications.
- 4.) Courses provided as vocational/technical credit at community colleges may be considered for academic transfer if listed in the Community College General Academic Course Guide Manual (ACGM). Transferability of these courses is not guaranteed.
- 5.) Courses listed in the "Texas A&M International University Texas Common Course Numbers Equivalency Chart" do not require substitution if being applied to the A&M International Course Number listed in the equivalency chart.
- 6.) Substitution requests must comply with catalog regulations.

**Required Course for Degree:**

Crse Prefix (ex: ENGL)	Crse No. (ex: 1301)	Title

**Course to be used for substitution:**

Crse Prefix (ex: ENGL)	Crse No. (ex: 1301)	Title

**Justification for Course Substitution:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**X** \_\_\_\_\_  
 Student's Signature Date

*\*ALL required approval signatures MUST be obtained before request can be processed.*

<p><b>X</b> _____          Student's Faculty/Academic Advisor <span style="float: right;">Date</span></p> <p><b>X</b> _____          Department Chair <i>(of student's major)</i> <span style="float: right;">Date</span></p> <p><b>X</b> _____          Department Chair <i>(of course being substituted)</i> <span style="float: right;">Date</span></p>	<p><b>X</b> _____          Teacher Certification Officer <i>(if applicable)</i> <span style="float: right;">Date</span></p> <p><b>X</b> _____          College Dean <i>(of student's degree)</i> <span style="float: right;">Date</span></p> <p><b>X</b> _____          Provost <i>(if core course substitution only)</i> <span style="float: right;">Date</span></p>
<b>FOR REGISTRAR'S OFFICE USE ONLY</b>	
<p>Received by _____ <span style="float: right;">Date</span></p>	<p>Processed by _____ <span style="float: right;">Date</span></p>