KENNESAW STATE UNIVERSITY
UNDERGRADUATE COURSE SUBSTITUTION FORM
General Education, Major or Minor

Name _____Student ID # _____

Date _____ Telephone (work) _____(home) _____

First quarter enrolled at Kennesaw State University

MAJOR _____MINOR _____

Before completing the Course Substitution Request Form information, below, please note:

1 Lower level courses should not be substituted for upper level courses and upper level courses should not be substituted for the General Education requirements.
2. Substitutions for General Education courses must be approved by the Chair of the department in which the General Education course is offered, or the Dean of General Education.
3. Substitutions for courses in the major or minor must be approved by the Chair of the department in which the major or minor is offered.
4. College catalogue descriptions of transfer courses may be required for substitutions.
5. Approval of the substitution requested is only for course content. All appropriate regulations regarding grade requirements are in effect. Example: "C" grades are still required for any course used in a major.
6. The substitution is not final until all signatures are obtained and the form is on file in the Office of the Registrar.

COURSE SUBSTITUTIONS REQUESTED

SUBSTITUTE THIS COURSE (e.g. SOCI 2201, MKTG 4490) (use KSU numbers only)	**FOR KSU COURSE NUMBER**	**USE IN THIS AREA** Major, Minor, General Education

COMMENTS

_____ APPROVED _____ YES ____ NO
Advisor Signature Date

_____ APPROVED _____ YES ____ NO
Dept. Chair Signature or Dean Date

_____ APPROVED _____ YES ____ NO
Registrar Signature Date