

BACHELOR OF APPLIED SCIENCE

B.A.Sc. Course Substitution Request Form

Use this form to request a course substitution in your major coursework for your B.A.Sc. major in Construction Management, IT Infrastructure, or Manufacturing Technology. All course substitutions must be approved by both your academic adviser and your major's faculty director before you register to ensure you have chosen a course that will count toward your major.

To request a course substitution in your B.A.Sc. major:

1. Consult with your academic adviser about the course substitution.
2. In the table below, complete one line for each course request.
3. For each course substitution, state the reason for your request.
4. Sign this form and add your contact information.
5. Attach a copy of the catalog description and the syllabus for each course to be added.
6. Return the form to your academic adviser via e-mail, fax, U.S. mail, or in person.
7. Your academic adviser will forward the form to the faculty director for final review and approval.
8. Your academic adviser will e-mail a reply within two weeks of receiving your request..

Course Substitution(s) requested:

| Replace this course | | | | | With this course | | | |
|---------------------|----------|-------|----------|--|------------------|----------|-------|----------|
| Dept. | Course # | Title | # of Cr. | | Dept. | Course # | Title | # of Cr. |
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Reasons for requesting course substitution(s):

Student _____

U of M ID # _____

Phone # _____

Date _____

Approved by:

ACADEMIC ADVISER/Date

FACULTY DIRECTOR/Date

APAS Updated (Date and Initials)

20 Ruttan Hall, 1994 Buford Avenue, St. Paul, MN 55108
www.cce.umn.edu · Appointments: (612) 624-4000 · Fax: (612) 625-2402
CCE office hours: Monday-Thursday 8 a.m.-5 p.m., and Friday 8 a.m.-4:30 p.m.

COLLEGE OF CONTINUING EDUCATION

UNIVERSITY OF MINNESOTA