



GRADUATE COURSE SUBSTITUTION REQUEST FORM

Students who took an undergraduate version of a course which is required of graduate students for licensure may choose to substitute a graduate elective in place of the graduate version of that course if:

1. The course was taken within five years of starting the COE program
2. The course was taken prior to starting the COE program
3. The student earned a grade of B or better
4. The course is determined to meet licensure requirements in place of a graduate equivalent

This policy may only be applied to up to 6 credit hours. Request for such a substitution must be made by completing this form and submitting it to the COE office for approval.

Student Name: _____ ID# _____

Undergraduate course/number for which a substitution is being requested: _____

College where the undergraduate course was completed: _____

Semester and year that the undergraduate course was completed: _____

Semester that the student started the COE Program at MBU: _____

Graduate course/number at MBU for which a substitution is being requested: _____

Graduate course/number at MBU that is being requested as a substitute/elective: _____

For office use only: _____ Approved _____ Not Approved

_____ Signature _____ Date