

MINNESOTA STATE COLLEGE SOUTHEAST

Substitution Of Required Course(s)

MSCS is asking you to provide private information in order to process your Substitution request. This information will be used to update your academic record. You are not legally required to provide this information; however, the college may not be able to effectively process your request if you do not provide sufficient information. Access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: to other schools in which you seek or intend to enroll, or are enrolled; to federal, state or local officials for purposes of program compliance, audit or evaluation; as appropriate in connection with your application for, or receipt of, financial aid; if the information is sought with a court order or subpoena; or as otherwise permitted by other state or federal law.

Name _____ Student ID Number _____

Substitution for _____
Course Number/Course Name required on program plan # of Credits

Substituted Course _____
Course Number/Course Name of substituted course # of Credits

Program Major _____

The reason for this substitution is:

Advisor Signature _____ Date _____

ACTION

Substitution Approved.

Substitution Denied. Reason _____

Administrator _____ Date _____

White Copy: Student File

Yellow Copy: Advisor

Pink Copy: Student

Rev. 8/16HD

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|---|
| For Office Use Only: Program Major Code _____ Pseudo Name _____ Requirement Name _____ |
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