



Office of the Registrar
Summerville Campus
Rains Hall
(706) 446-1430
jagtrax@augusta.edu

REQUIRED COURSE SUBSTITUTION REQUEST

Helpful Tips

- Remember to review the substitution carefully before submitting to ensure all required information is complete.
- Completing a course substitution form only updates the required for the approved student record.
- If you believe there was a transfer evaluation error, contact Academic Admissions at admissions@augusta.edu.
- If a transfer course should be used for all students, contact Admissions at admissions@augusta.edu to update the transfer articulation so the course can be used by students who transfer the same course from the same school.
- If you are completing multiple substitutions for the same course, consider if a curriculum revision is more appropriate.
- If you recently changed your curriculum and a substitution would be required for all students in a particular catalog year, consider if a curriculum update that could be added to JagTrax would be appropriate.

Part 1: Student Information

This section should be completed by the student or advisor. If completed by the student, they must meet with their Academic Advisor to discuss their request.

Part 2: Request Information

This section should be completed by the student's Academic Advisor. Please provide detailed information as to which Area a course should be substituted. For example, Area F is broken down into specific sub-sections for each degree program. Providing the sub-section helps to avoid substitution error. In the Additional Information section, please provide a detailed justification for request. Cite specific curriculum requirements and attach supporting documentation. Examples of documentation include: syllabi, course description, etc. *Courses transferred to Augusta University as "Electives" must have supporting documentation.

Part 3: Required Signatures

After reviewing the request please approve or deny. Remarks are required if the request is denied, and the student must meet again with their Academic Advisor to discuss the next steps. At time of signature, also print your name and the date. * Designates a required signature for all requests.

- ***Academic Advisor:** The current Academic Advisor of the student must approve the request.
- ***Department Chair or Program Director (Major/Minor):** The Department Chair or Program Director of the student's major or minor must approve the request.
- ***Academic Dean or Associate Dean (Major/Minor):** The Academic Dean of the student's major or minor must approve the request.
- **Department Chair or Program Director (Required Course):** If area of substitution is in Core-Area A-E, the department chair of the department that owns the course must approve the course substitution.
- **TGS Dean or Associate Dean:** If a student is currently enrolled in a program that is part of The Graduate School, the Dean or Associate Dean must approve the request.
- **Curriculum & Instruction Innovation:** As a general rule Augusta University does not allow the substitution of lower-level courses (1000-2000) for upper-level courses (3000-4000) or upper-level courses (3000-4000) for lower-level courses (1000-2000) without special justification. Requests of this kind will required approval from Curriculum & Instruction Innovation.



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Please complete the following information to seek approval for an exception to a graduation requirement/regulation. This form should be completed and approved by the appropriate department, then submitted to jagtrax@augusta.edu. This form is a request for a change to the curriculum requirements for an individual student and approval is not guaranteed, nor does approval for this individual student imply that the same request will be approved for others. Denied requests will be returned to the department. The Registrar's Office will notify the department of completion within 1-2 business days.

PART 1: STUDENT INFORMATION

First Name: _____ Middle Initial: _____ Last Name: _____ Student ID: _____
 Degree: _____ Major: _____ Concentration (If Applicable): _____
 Minor (If Applicable): _____ Double Major/Dual Degree: _____ Catalog Year: _____

PART 2: REQUEST INFORMATION

Is this a transfer course? No Yes Institution Name: _____ 2-Year Institution 4-Year Institution

Required AU Course (Subject/Number/Title)	Area of Substitution (Area F, Major Requirement)	Course to be Substituted (Subject/Number/Title)	Semester/Year the Course was Taken

Additional Information:

PART 3: REQUIRED SIGNATURES

Approve Remark:	Deny	_____ Advisor Printed Name (Major/Minor)	_____ Advisor Signature (Major/Minor)	_____ Date
	Deny	_____ Department Chair or Program Director Printed Name (Major/Minor)	_____ Department Chair or Program Director Signature (Major/Minor)	_____ Date
Approve Remark:	Deny	_____ Academic Dean or Associate Dean Printed Name (Major/Minor)	_____ Academic Dean or Associate Dean Signature (Major/Minor)	_____ Date
	Deny	_____ Department Chair or Program Director Printed Name (Required Course)	_____ Department Chair or Program Director Signature (Required Course)	_____ Date
Approve Remark:	Deny	_____ TGS Dean or Associate Dean Printed Name (TGS Only)	_____ TGS Dean or Associate Dean Signature (TGS Only)	_____ Date
	Deny	_____ Curriculum & Instructional Innovation Printed Name (Exception Request Only)	_____ Curriculum & Instructional Innovation Signature (Exception Request Only)	_____ Date