

COURSE SUBSTITUTION FORM

Student Name _____
(Please Print)

Student ID # _____

Helena College allows course substitutions when there is a compelling reason to do so. All course substitutions must maintain the integrity of the degree and comply with the following guidelines:

- Course substitutions must be approved by the Department Faculty.
- If the substitution is for a course outside of the student's department, the appropriate Department Chair must approve it along with the Department Faculty.
- Course substitutions will not reduce the number of credits needed to complete the student's program of study.
- For purposes of a documented disability, the student must provide the appropriate documentation to the Disability Resources Coordinator as part of this process. For more details concerning a documented disability and a course substitution request, information may be found on the College's Disability Resources web page.
- Decisions may be appealed. Please see the Registrar's Office.

Helena College Required Course			Requested Substitution		
Course Number	Course Title	Credits	Course Number	Course Title	Credits

Reason for Substitution (Please provide any additional documentation): _____

Student Signature: _____ **Date:** _____
By signing my name above I confirm I am the individual. (MM/DD/YY)

Department Faculty Signature: _____ **Date:** _____

Department Chair Signature (If Required): _____ **Date:** _____

Registrar Signature: _____ **Date:** _____