NORTHLAND
THE ENVIRONMENTAL LIBERAL ARTS
COLLEGE
ASHLAND, WISCONSIN 54806-3999

Substitution Form
For Majors and Minors

Name: _____ **NC ID#: 900 -** _____

Declared Major/Minor: _____

Students may not substitute a non-approved course for any Liberal Education requirement.

Occasionally students may find they are unable to complete a requirement as stated in the College catalog. Students may substitute one or more courses for requirements within their major(s) or minor(s). Depending on the requirement, certain restrictions and procedures may apply. Students may seek a substitution of a required major and/or minor requirement only und the conditions listed below:

DE - Departmental Equivalency
AY - Alternate Year Sequence
CC - Course Cancelled
ED - Teacher Education Requirement

Filing Procedures: Substitution Forms must be filed with the Registrar's Office. Each form requires **student and program coordinator** signatures, course title and number, and reason code for substitution. The Registrar's Office will review and approve all completed forms.

To the Program Coordinator of _____:
The above named student is requesting that the course(s) listed in Part I below be considered for substitution/approval for the course(s) listed in Part II. To complete Part III please refer to the codes listed above.

Part I		Part II		Part III
Course(s) Taken: Course # and Name	**Credits**	**Will Substitute for: Course # and Name**	**Credits**	**Condition Code (Circle one)**
				DE CC AY ED
				DE CC AY ED
				DE CC AY ED
				DE CC AY ED

Student Signature Date

Program Coordinator Signature Date

Registrar Date

Additional comments to/from Program Coordinator:

Submit the completed form to the Registrar's Office for processing.

Revised 7/09/2003

For Registrar's Office Use Only