GENERAL EDUCATION COURSE SUBSTITUTION REQUEST

Note: Please read and follow the instructions on the next page. Use a separate form for each General Education course substitution you are requesting, and do not use this form to request course substitutions in majors or minors. After gathering signatures from your advisor and the Department Chair of the GE course, leave your completed request with the Provost.

NAME _____
Last First Middle DATE

Student ID #: _____ Major: _____

I request to substitute the course(s) listed below in ☐ PARTIAL ☐ TOTAL fulfillment of the following SWOSU General Education Requirement:

- ☐ 1113 English Composition I
- ☐ 1213 English Composition II
- ☐ 1313 Intro to Public Speaking
- ☐ 3143 Technical Presentations
- ☐ 1143 Math Concepts
- ☐ 1153 Math Applications
- ☐ 1513 College Algebra
- ☐ 1043 U.S. History to 1877
- ☐ 1053 U.S. History since 1877
- ☐ 1103 Am. Govt. & Politics
- ☐ 1004 Biological Concepts
- ☐ 1013 Current Issues in Biology
- ☐ 1054 Principles of Biology I
- ☐ 1904 Astronomy
- ☐ 1004 General Chemistry
- ☐ 1934 Physical Geology
- ☐ 1501 Concepts of Physical Sci. Lab
- ☐ 1513 Concepts of Physical Science
- ☐ 1044 Basic Physics I
- ☐ 1063 General Physics
- ☐ 1103 Intro to Humanities
- ☐ 1103 World Cultural Geography
- ☐ 1033 World History
- ☐ 1223 Art Survey
- ☐ 1263 Intro to Theatre
- ☐ 2333 Intro to Film
- ☐ 2413 Intro to Literature
- ☐ 1123 History of Rock-n-Roll
- ☐ 1013 Intro to Music I
- ☐ 1103 Music and Culture
- ☐ 1453 Intro to Philosophy
- ☐ 2163 American Sign Language I
- ☐ 2263 Intro to Macroeconomics
- ☐ 2363 Intro to Microeconomics
- ☐ 1123 Intro to Business
- ☐ 2113 Personal Financial Planning
- ☐ 1004 Elementary Italian I
- ☐ 1133 Wellness Concepts & Exercise Apps
- ☐ 1054 Elementary Latin I
- ☐ 1003 General Psychology
- ☐ 1003 Intro to Sociology
- ☐ 1054 Elementary Spanish I
- ☐ 1223 Technology & Society
- ☐ 1023 Computer & Info Access

Explanation/Comment from student:

1. Course(s) Taken:

Dept.	Course #	Course Title	Sem Hrs	Institution Where Taken	Sem/Year Taken
Dept.	Course #	Course Title	Sem Hrs	Institution Where Taken	Sem/Year Taken

Advisor Approval	**Date**

Department Chair of GE course	**Date**

Action Taken: ☐ **APPROVED** ☐ **DENIED**

Stipulation/comments regarding approval or denial by Provost:

Action Taken: ☐ **APPROVED** ☐ **DENIED**

_____
Provost Date

Continued on page 2

Instructions for Completion of Form

1. Complete each appropriate item carefully and completely.

2. If the course(s) was taken at another college or university attach the course description from that institution's catalog.

3. Give any needed further explanation in the space provided. If more space is needed, attach another page.

4. Obtain your advisor's approval and signature. Obtain the department chair's response and signature of the course that is not being taken.

5. Leave your request with the Provost, even if it was denied by the department chair. The Provost will review your request, take action for approval or disapproval and forward to the Registrar's Office. One copy will be sent to your advisor and one copy to the appropriate chair. You should consult your advisor concerning the action taken on your request.

Special Cautions

1. Be particularly aware that the same courses cannot be used to fulfill requirements in two separate areas of General Education. Asking to substitute courses which have already been used in another area merely leaves one area unfilled.

2. If a course or courses of fewer semester credit hours than those specified is approved for substitution, the additional hours must be made up in electives before graduation.

3. **If a substitution is approved and the student later changes to another major, the approval may be invalid. It is the responsibility of the student to work with the new major advisor to review the situation and take appropriate action at the time of changing the major.**

DO NOT WAIT UNTIL YOUR LAST SEMESTER BEFORE GRADUATION!

4. If you would like a copy of this form after a decision has been made regarding your request, please provide your mailing address:

_____
Name

_____
Address

_____
City State Zip Code