

**MOREHEAD STATE UNIVERSITY
PETITION FOR UNDERGRADUATE COURSE SUBSTITUTION**

Date:	Student Name:	ID #:	
Area/Major:			
Component/Minor:			
<i>SUBSTITUTION REQUESTED:</i>			
1. If this is a transfer course from another institution, a copy of the course description or syllabus from the transferring institution's catalog must be attached. 2. The student is aware that course CONTENT, not course LEVEL will be substituted. For example, if the transferring institution's course is a 200 level course that is substituting for a 300-level MSU course, the student receives 200-level credit for the course.			
<i>PLEASE ACCEPT the following course</i>			
Course Prefix and Number	Course Title	Course Hours	
<i>From this transferring institution (if other than MSU):</i>			
<i>AS A SUBSTITUTION FOR (MSU course):</i>			
Course Prefix and Number	Course Title	Course Hours	
EXPLANATION OF SUBSTITUTION REQUESTED:			
		SIGNATURE	DATE
Advisor	Advisor's Office Location: _____		
Department Chair or Associate Dean (Student's Major)	<input type="checkbox"/> Recommend Approval		
	<input type="checkbox"/> Do Not Recommend		
Department Chair or Associate Dean (where course resides)	<input type="checkbox"/> Recommend Approval		
	<input type="checkbox"/> Do Not Recommend		
College Dean (where course resides)	<input type="checkbox"/> Recommend Approval		
	<input type="checkbox"/> Do Not Recommend		

When signatures are complete, the Dean will provide copies to the Registrar and Advisor