

MA Substitution Petition

ID Number: _____ Last Name: _____ First Name: _____

MA/MSc. Program: _____

Substitution Request:

Course to be replaced is Core Requirement Elective

course number and title

Course to substitute for the above course: AUP course

Transfer credit (indicate university and location where course was taken and **attach a catalog course description**):

course number and title and semester course was taken

Reason for this Request:

Course was not available

Elective taken outside of graduate program

If the course being substituted does NOT fall into either of the above two categories this request MUST be accompanied by a 250 word explanation of the academic reasons for the substitution. *N.B. There is an upper limit on the number of courses that can be substituted within a graduate program- please, consult Academic Affairs for details.

Student's Signature

Date

Required Administrative Signatures

Academic Advisor

Please assist the student in completing this form and that any/all required course descriptions are attached before sending the student for Graduate Program Director's approval. Comments:

Academic Advisor Signature

Date

Graduate Program Director

Approved

Denied

Comments:

MA Program Director's Signature

Date

Please return completed paperwork to the Graduate Programs Office graduateprograms@aup.edu, office LTM 203 to verify its completeness and for the Provost's consideration.

Academic Administration

Approved

Denied

Comments:

Provost's Signature

Date

Note to student: once processed, the substitution will be visible on your record via the my.aup website.