

## MA Substitution Petition

ID Number: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

MA/MSc. Program: \_\_\_\_\_

### Substitution Request:

Course to be replaced is  Core Requirement  Elective

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#### 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**):

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#### 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](mailto:graduateprograms@aup.edu), office LTM 203 to verify its completeness and for the Provost's consideration.**

#### Academic Administration

Approved

Denied

Comments:

\_\_\_\_\_  
Associate Dean for Graduate Studies

\_\_\_\_\_  
Date

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