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**
Comments:

[ ] Approved  [ ] Denied

_________________________   _________________________
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**
Comments:

[ ] Approved  [ ] Denied

_________________________                  Date
Associate Dean for Graduate Studies

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