Graduate 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 Anna O’Reardon, office LTM-203, to verify its completeness and forward for the Provost’s final approval.

Academic Administration

Comments:

Approved  Denied

_________________________________________  ______________________________________
Provost’s Signature  Date

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