

**UNIVERSITY OF ILLINOIS**  
**COLLEGE OF AGRICULTURAL, CONSUMER AND ENVIRONMENTAL SCIENCES**  
**104 Mumford Hall/MC-710**  
**1301 West Gregory Drive**  
**Urbana, IL 61801**  
**(217) 333-3380**

**PETITION FOR SUBSTITUTION OF A REQUIRED COURSE**

Petitions are to be submitted for all requests of substitutions for required courses. The College of Agricultural, Consumer and Environmental Sciences does not waive total hours required in a degree program. Requests to make a substitution for a required course should be made **prior to enrolling in the alternative course**; having completed the alternative course does not assure approval.

The ACES Academic Programs, 104 Mumford Hall, office will not accept petitions that have not been completed in full.

**PROCEDURAL GUIDELINES**

- 1) It is the student's responsibility to obtain and submit with the petition any documentation that supports this request. The documentation could include, but is not limited to:
  - a) a syllabus from the course to be used as the substitution;
  - b) a catalog description of the course to be used as the substitution; or
  - c) an endorsement from the UIUC faculty member who teaches the required course on this campus and who believes the course in question is an acceptable substitution.
- 2) The completed *Petition for Substitution of a Required Course* is to be submitted to the student's advisor for review and comments.
- 3) After the academic advisor has reviewed and added comments the student is to forward the petition to the department's advising coordinator for review and comments.
- 4) When review by the student's advisor and the departmental advising coordinator are complete the student submits the petition to the ACES Academic Programs office for review.

**STUDENT'S WRITTEN REQUEST  
TO PETITION FOR SUBSTITUTION OF A REQUIRED COURSE  
(TYPE OR PRINT LEGIBLY)**

NAME \_\_\_\_\_ UIN \_\_\_\_\_

REQUIRED COURSE \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

COURSE SUBSTITUTION \_\_\_\_\_  
(Course Title, Subject, Code, and Number)

TYPE or PRINT below the reason(s) why this request is being made and why you believe it should be granted. After the petition is received in the ACES Academic Programs office, it will take seven to ten business days for the Committee's decision to be mailed to you.

I have read this petition, complied with all of the instructions, and attached all supporting documentation.

SIGNED \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**EVALUATION OF STUDENT'S REQUEST FOR SUBSTITUTION OF A REQUIRED COURSE  
TO BE COMPLETED BY ACADEMIC ADVISOR**

Please provide us with your comments on the merits of this petition. (If you are unable to make a complete assessment of this student's request, it may be necessary for the student to supply you with a course description or syllabus to give you enough information to evaluate the request for substitution.)

\_\_\_\_\_ I believe the course is an acceptable substitution for a requirement within the major.

\_\_\_\_\_ I believe the course is **not** an acceptable substitution for a requirement within the major.

Please share any thoughts regarding this petition:

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ACADEMIC ADVISOR'S NAME (Please print)	PHONE NUMBER	E-MAIL ADDRESS
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ACADEMIC ADVISOR'S SIGNATURE	DATE
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**TO BE COMPLETED BY  
THE DEPARTMENTAL ADVISING COORDINATOR**

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ADVISING COORDINATOR'S NAME (Please print)	PHONE NUMBER	E-MAIL ADDRESS
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ADVISING COORDINATOR'S SIGNATURE	DATE
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