

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
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 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 University of Illinois at Urbana-Champaign 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 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 College of Agricultural, Consumer and Environmental Sciences 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:

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**

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