**COURSE SUBSTITUTION FORM**  
Concordia University – Irvine, California  
Office of the Registrar  
(Complete all fields using the directions on the reverse side of this form)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Substitution Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course No.</td>
<td>Course Title</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rationale for substitution

________________________________________________________________________________________________________________________________________________________

Department Chair/Dean __________________________________________ Date ___/___/___ ☐ Approved ☐ Denied

Substitution Recorded __________________________________________ Date ___/___/___

This form must be returned and filed in the Registrar’s Office, First Floor, Grimm Hall
Directions for Completing Course Substitution Form

Substitutions are entered in the Banner System and show on the degree audit report for the student when the course is completed. Substitutions apply to the student’s academic program and cannot be entered until the student has declared a major. If the student’s academic program in Banner is different from the academic program identified on the substitution form, the substitution(s) cannot be entered in Banner and the student will be required to file a change of major form.

**Major** - Enter the specific major that student is pursuing.

**Emphasis** - Enter the specific concentration for the major; if there is a sub emphasis, or specialty area, enter this information also.

**Minor** - List only the minor for which these courses apply. If the substituted course does not relate to a change in minor, leave this blank.

**The Requirement** - Enter the required course number, course, title and semester hours/units.

**The Substitution Requested** - Enter the course that is to be used as the substitution. When a transfer course is used, also include the name and number of the course as it was at the transferring institution. The Dean of the College or the Department Chair of the Program must approve any substitution.

**Transfer Courses** – Include the number of the course as taken at the transfer institution. Enter the credit as semester hours/units. If the course was taken as quarter hours it will be necessary to convert them into semester hours (e.g. if the course was a 5 quarter units, divide the units by 1.5 -- 5 quarter hours ÷ 1.5 = 3.33)

All transfer courses require a course description or course syllabus attached to this form.

**Incomplete Forms** – Forms that are missing information or are incomplete will not be processed. Any forms that are incomplete will be sent back to the student.