College of Social and Behavioral Sciences
Print completed form within MS Word or Print blank form and Write Legibly
Unreadable REQUESTS WILL NOT BE ACCEPTED
Substitution Request
Contact the Office of Academic Services and Advising regarding Liberal Studies Questions.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID:</th>
<th>NAU User ID:</th>
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<th>Major or Minor:</th>
<th>Catalog Year:</th>
<th>Graduation Term:</th>
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<tr>
<th>Major/minor Requirement:</th>
<th>Units:</th>
<th>Course being used as Substitution:</th>
<th>Units:</th>
<th>Institution course was taken at:</th>
<th>Semester course was taken:</th>
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Reason for Substitution:

Faculty Advisor Signature:
Date:
OR
Staff Advisor Signature:
Date:

Department Chair/Director Signature:
Date:

Associate Dean (for JLW and Capstone):
Date:

Associate Provost (for JLW and Capstone):
Date:

_____ Processed    DATE:__________
Instructions

1. **STUDENT NAME:** Your Name
2. **STUDENT ID:** Your NAU ID#
3. **NAU USER ID:** Your NAU Email
4. **MAJOR/MINOR:** List the major or minor you are requesting the exception for.
5. **CATALOG YEAR:** Listed on your degree progress report
6. **GRAD TERM:** Known or estimated term of graduation such as “Fall 2010”
7. **Major/Minor REQUIREMENT:** List the specific course or requirement (such as major elective) you wish the exception for.
8. **UNITS:** List the number of units of the “NAU requirement.”
9. **Substitution COURSE:** List the course you wish to meet the “NAU requirement”
10. **Units:** List the number of units of the “exception course”
11. **Institution course was taken at:** List if other than NAU
12. **Semester course was taken:** List the semester of the “Substitution course”.
13. **Reason for Substitution:** Provide a statement explaining your request. Ok to attach course description to “substitution form.”
14. **SIGNATURES:** Obtain advisor (Either faculty or staff) signature, Department stamp and Dept. Chair or Director from the department of the exception. Exceptions for the JLW and Senior Capstone must be approved and signed by the Associate Dean and may require approval of the Associate Provost.
15. **Submit all approved exception request forms to SBS Office of Academic Services and Advising, SBS WEST Building #70 RM 114**
16. **You’re encouraged to keep a copy for your records.**