Petition for Graduate Program Course Substitution

GRADUATE OFFICE 701 GINGER HALL, MOREHEAD KY 40351

Student Name _____ Date _____
Address _____
Social Security Number _____
Substitution involves (check one):

☐ Degree Program ☐ Rank I
☐ Fifth-Year Program ☐ Certification

If you are requesting to transfer a course, please list the institution in which the course was taught. _____

Attach the catalog description of the course to this form.
(*If transfer work is approved, an official transcript from that institution **MUST** be sent to the Graduate Office.)*

Coursework to be transferred must carry a grade of "B" or better and can not be older than ten years. MSU will only accept a total of nine hours of approved transfer work to be used on a program.

Substitute the following course:

_____ _____ _____
DEPT. COURSE NO. COURSE TITLE

This course substitutes for:

_____ _____ _____
DEPT. COURSE NO. COURSE TITLE

Rationale for the substitution:

Student's signature _____
Recommending Approval:

1. _____ _____
ADVISOR DATE
2. _____ _____
DEPT. CHAIR DATE
3. _____ _____
GRADUATE DEAN DATE

Once appropriate signatures are obtained, please return this form to the Graduate Office

cc: student, advisor, department chair, dean