#  Academic Requirement Report Update Form

# (Major/Minor Course Substitution)

This form is used to request individual course substitutions to Major or Minor course requirements stated in the SSU catalog. An approved course substitution will be reflected in the Academics Requirements Report (ARR). Pre-requisites will not be satisfied by the substitution, and permission numbers may need to be used to waive them for enrollment. This should be reviewed, approved and signed by the advisor prior to Department Chair approval.

## Student Information

Name: Click or tap here to enter text.

SSU ID: Click or tap here to enter text.

Major/Minor/Concentration: Click or tap here to enter text.

Check One:

[ ] BA

[ ] BS

[ ] BM

[ ] BFA

[ ] Other

## Course Information

[ ] Major

[ ] Minor

Substitute course: Click or tap here to enter text.
Taken at: Click or tap here to enter text.

[ ] Completed

[ ] Currently Enrolled

[ ] Planning to Enroll

Grade Received: Click or tap here to enter text.
For required SSU Course or requirement: Click or tap here to enter text.
In RQ#: Click or tap here to enter text.
\*\*Substitute Course not yet completed, minimum grade: Click or tap here to enter text.

Additional Comments from Advisor or Department Chair:
Click or tap here to enter text.

## Course Information

[ ] Major

[ ] Minor

Substitute course: Click or tap here to enter text.
Taken at: Click or tap here to enter text.

[ ] Completed

[ ] Currently Enrolled

[ ] Planning to Enroll

Grade Received: Click or tap here to enter text.
For required SSU Course or requirement: Click or tap here to enter text.
In RQ#: Click or tap here to enter text.
\*\*Substitute Course not yet completed, minimum grade: Click or tap here to enter text.

Additional Comments from Advisor or Department Chair:
Click or tap here to enter text.

## Course Information

[ ] Major

[ ] Minor

Substitute course: Click or tap here to enter text.
Taken at: Click or tap here to enter text.

[ ] Completed

[ ] Currently Enrolled

[ ] Planning to Enroll

Grade Received: Click or tap here to enter text.
For required SSU Course or requirement: Click or tap here to enter text.
In RQ#: Click or tap here to enter text.
\*\*Substitute Course not yet completed, minimum grade: Click or tap here to enter text.

Additional Comments from Advisor or Department Chair:
Click or tap here to enter text.

## Advisor or Department Chair Approval

Advisor or Department Chair Email Address: Click or tap here to enter text.

Advisor or Department Chair’s School and Department: Click or tap here to enter text.

Advisor or Department Chair Signature:

*\*Requirement number (RQ#) can be found on the ARR, listed after the requirement that you are fulfilling with this substitution. It is the responsibility of the final signer to send the approved original to Admissions & Records or to notify the student of a denied request*

***\*\*In progress courses:*** *If the acceptable minimum grade is other than “D”, substitution will not show in the ARR until the final grade is posted.*

**Please submit all forms to** **forms.records@sonoma.edu****.**