



Registrar

PO Box 2327, Elizabeth City, NC 27906
(252) 335-0821 (252) 331-2442 (fax)
registrar@albemarle.edu

CURRICULUM COURSE SUBSTITUTION

Directions: Student will initiate this process with an academic advisor, and the form should be completed by the advisor or counselor. The form can be signed by the student or advisor. Approvals must be obtained from the Department Chairperson or content expert if a general education course and Academic Dean for their program of study. The Program Academic Dean, after signing, will forward the completed form to the Registrar's Office. Approved course substitutions will be documented on the student's program evaluation in MyService. Denied course substitutions will be sent back to the student's advisor.

*Course substitutions do not impact GPA.

Date ____/____/____

Last Name First Name MI Student ID

Program of Study

Substitute _____ for ACA-111 (College Student Success)
course name

Reason (check one):

- Completion of ACA 118, College Study Skills or completion of ACA 122, College Transfer Success
Completion, with a grade of C or better, of a one-semester credit hour course (or more) with similar competencies from a regionally accredited college. This is normal course transfer as listed in the COA catalog under Transfer Students.
Prior completion of a diploma, associate's degree, or higher from a regionally accredited college. The hour must be made up with an elective. In this situation, the form should be completed by an Advisor.

I request to substitute (for a course other than ACA-111):

_____ for _____
course number, title & credits course number, title & credits

OR for Gen ED Category (for courses not in the COA catalog):

- English Comp Hum/Fine Art Natural Sci. Mathematics Soc. Beh Sci. Pre-Major/Elec

Course content is substantially the same as that which is covered by the COA course and the number of credit hours are equal to or greater than the COA course for which this substitution is requested Yes No

Student or Advisor Signature Date Content Expert/Dept. Chair (if Gen Ed Course) Date

Approved Denied Approved Denied

Program Coordinator Date Academic Dean Date

If denied, reason and/or alternative suggestions:

Processed by Date

Please return completed forms to the COA Registrar