

# BACHELOR OF APPLIED SCIENCE

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## B.A.Sc. Course Substitution Request Form

**Procedures:** To request a course substitution in your major coursework for your B.A.Sc. degree (Construction Management, Health Service Management, or IT Infrastructure), you will need to complete and submit this form with supporting documents, e.g., course description(s) and syllabi. The Course Substitution Request Form should be approved prior to registration for the course(s) you wish to substitute; in not doing so, you run the risk of not having the course(s) approved.

Completed and signed course substitution forms along with course description and syllabi are to be returned to your academic adviser.

**To request a course substitution in your B.A.Sc. major:**

1. Complete the course substitution section and reason for request.
2. Provide course description(s) and syllabi.
3. Complete the reason(s) for requesting the course substitution(s).
4. Consult with the academic adviser regarding course substitution. Academic adviser will forward form to faculty director for review.

**COURSE SUBSTITUTION**

Dept	Course #	Title	Credits	for	Dept	Course #	Title	Credits	

*Reasons for requesting course substitution (use reverse side if necessary):*

**APPROVED:**

Name \_\_\_\_\_

U of M ID # \_\_\_\_\_

Phone # \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
FACULTY DIRECTOR / Date

\_\_\_\_\_  
ACADEMIC ADVISER / Date  
APAS Updated (Date and Initials): \_\_\_\_\_