

COURSE SUBSTITUTION REQUEST

California University of Pennsylvania

(Please fill out a separate form for each substitution request)

Please submit your completed substitution request form by hand delivering, mail, fax or e-mail to the college of your major. You can e-mail your request by clicking on FILE in the tool bar and selecting "Attach to E-mail" in the menu and use the e-mail address listed below for the appropriate college (please type name in signature box if e-mailing).

California University of PA
College of Education & Human Services - Box 3
250 University Avenue
California, PA 15419
Deliver in person to: Keystone 202
Fax to: 724-938-4346
Office Phone: 724-938-4125
E-mail: pascarell@calu.edu

California University of PA
College of Liberal Arts - Box 52
250 University Avenue
California, PA 15419
Deliver in person to: Duda 111
Fax to: 724-938-5871
Office Phone: 724-938-4240
E-mail: sheridan_m@calu.edu

California University of PA
Eberly College of Science & Tech - Box 43
250 University Avenue
California, PA 15419
Deliver in person to: Eberly 330
Fax to: 724-938-5743
Office Phone: 724-938-4169
Email: stonick@calu.edu or bella@calu.edu

NAME: _____

MAJOR: _____

CWID NUMBER: _____

ADVISOR: _____

I request permission to amend: Requirement in my major General Education Curriculum or General Education Menu

Required Course		Substituting Course	
Course Number	Course Title	Course Number	Course Title

JUSTIFICATION: (must be completed by student)

Note: Indicate why you were unable to schedule course when offered and why substituting course is appropriate.

Date: _____

Student Signature: _____
(Type name here)

Justification: Approved Not Approved - list reason below

Reason: _____

Advisor/Department Chair Signature: _____ Date: _____

DEPARTMENT CHAIR:

Requested Substitution: Approve Not Approved If request is not approved, a letter of explanation must be attached.

Date: _____ Department Chair Signature: _____

COLLEGE DEAN:

Requested Substitution: Approve Not Approved for the following reason:

Date: _____ Dean's Signature: _____

Updated in Degree Works - Initials/Date: _____