



Use this form to request a substitution for a required course in any of the COF undergraduate majors. For your petition to be complete you must:

- 1) Complete both pages
- 2) Attach the **course syllabus** (must contain a detail of the course content and approximate time spent on each content area) OR the **course catalog description** (if syllabus is not available)
- 3) Submit the completed form to your academic advisor

*There is a chance your petition may not be approved or that you may be asked to provide additional information/documentation. Note that courses for substitution must be a reasonable match, if not a perfect match.*

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Email** \_\_\_\_\_ **Advisor:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OSU Course/Degree Requirement you want to fulfill with this petition:	
Information about the course(s) you want to substitute for the OSU requirement above	
Course Title:	
Course Number:	
Name of Institution:	
City & State:	
Textbook & Author:	
Grade earned:	
Credit hours:	
Quarters or Semesters?	
Was a lab included?	
When did you take the course/when do you plan to take the course?	

Please use the space below to clearly summarize the reason for this request, and why you feel the course is a reasonable substitute for the requirement (you may attach a separate document if you wish).

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**Approval signatures must be obtained in the order listed.**

1	ACADEMIC ADVISOR	Approve	Deny
Comments:		<div style="display: flex; justify-content: space-between;"> <span>Signature</span> <span>Date</span> </div>	

2	INSTRUCTOR OF OSU COURSE (if needed)	Approve	Deny
Comments:		<div style="display: flex; justify-content: space-between;"> <span>Signature</span> <span>Date</span> </div>	

3	DEPARTMENT HEAD (if needed)	Approve	Deny
Comments:		<div style="display: flex; justify-content: space-between;"> <span>Signature</span> <span>Date</span> </div>	

4	HEAD ADVISOR (if needed)	Approve	Deny
Comments:		<div style="display: flex; justify-content: space-between;"> <span>Signature</span> <span>Date</span> </div>	

Advisors:  Equivalent       Substitution  
 MyDegrees by \_\_\_\_\_; date \_\_\_\_\_  
 OnBase by \_\_\_\_\_; date \_\_\_\_\_  
 Student notified by: \_\_\_\_\_; date \_\_\_\_\_