



Office of the University Registrar  
4301 W. Markham St. #767  
Little Rock, AR 72205  
(501) 526-5600  
[registrar@uams.edu](mailto:registrar@uams.edu)

## **Petition for Course Substitution**

The degree requirements for most students correspond to the catalog when a student was admitted to their respective degree plan. In some instances, students at UAMS may petition to amend the standardized degree requirements set forth by the College's Academic Standards Committee or Curriculum Committee. In these cases students will need to work with their academic advisor(s) to initiate a petition to amend their degree requirements for the purposes of graduation clearance.

Students and their advisors or program directors should use the automated degree audit available in GUS (also known as Academic Requirements) to monitor the student's academic progression in their active program(s) of study. If the advisor or program director determines that a different course suffices as an adequate substitution, this form should be utilized to officially document the substitution with the college and Office of the University Registrar. Course substitution forms will only be record in GUS after the student has completed the course. However, the form can be submitted to the Office of the University Registrar prior to the end of the course. Course substitution forms should not be used when the course is being transferred from another institution. A transfer credit form should be used in those cases. That form can be found at [www.registrar.uams.edu](http://www.registrar.uams.edu).

Student, advisor, program director, and Associate Dean signatures are required for this form to be processed by the Office of the University Registrar. Approved petitions to degree requirements should be forwarded to the Office of the Registrar in a timely manner to ensure that GUS and Academic Requirement reports accurately reflect student progress toward degree requirements. Final petitions must be submitted to the Office of the University Registrar no later than one month prior to the date of graduation. It is the sole responsibility of the student to initiate this form and to receive all appropriate signatures.



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Student Name

Student ID Number:

Academic Plan (ex. MS Nutrition):

College:

Semester of Admission (ex. Fall 2017):

**Course Substitution:** Replace an approved course for a required course.

Required Course Information (Ex. HBHE 5104: Intro to HBHE, 3 credits)	Approved Substitute Course Information (Ex. HBHE 5225: Theories of HBHE, 3 credits, grade earned, semester taken)

Reasons for Requesting this Petition (to be completed by student)

Additional Advisor Comments (optional)

The student must initial each statement below:

**I understand that I must take the course exactly as submitted.**

**I understand that I must earn the minimum grade required for progression stated in the college's academic policies.**

**I understand that I must complete the course by the end of the semester agreed upon and stated in this form.**

**Signatures of Approval**

\_\_\_\_\_  
 Student (print name)

\_\_\_\_\_  
 Student (signature)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Advisor (print name)

\_\_\_\_\_  
 Advisor (signature)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Program Director (print name)

\_\_\_\_\_  
 Program Director (signature)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Associate Dean (print name)

\_\_\_\_\_  
 Associate Dean (signature)

\_\_\_\_\_  
 Date