# Substitution Form

**Request to Substitute a Course Requirement**

**Date:** ____________________________  **Student ID #:** ____________________________  
**Name:** ____________________________  **Trinity Email:** ____________________________  
**Major(s):** ____________________________  **Minor(s):** ____________________________  

<table>
<thead>
<tr>
<th>Department &amp; Course # of Substitute Course</th>
<th>Where is this to be Completed?</th>
<th>For Major, Minor, or Foundations? (i.e. Art History Minor)</th>
<th>Trinity Department &amp; Course # being Substituted</th>
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This is a request to substitute the following course requirement(s) based on the reason stated below.

**Reason for Substitution:** __________________________________________________________

__________________________________________________________

**Student Signature:** ____________________________  **Date:** ____________________________

**Advisor Signature:** ____________________________  **Date:** ____________________________  **Recommendation to:**  
**Approve**  
**Deny**

**Signature of Dept. Chair (of requirement being substituted):** ____________________________  **Date:** ____________________________  **Recommendation to:**  
**Approve**  
**Deny**

**Registrar Signature:** ____________________________  **Date:** ____________________________  **Approved**  
**Denied**

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**RETURN TO THE REGISTRAR’S OFFICE**

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Revised 3/2017