

# KEENE STATE COLLEGE COURSE SUBSTITUTION FORM

**PLEASE NOTE: A SEPARATE FORM MUST BE USED FOR EACH DISCIPLINE FOR WHICH SUBSTITUTIONS ARE BEING REQUESTED!**

Questions should be directed to the Elliot Center – 358-2500.

Name: \_\_\_\_\_ Student I.D. #: \_\_\_\_\_  
 Local Street Address: \_\_\_\_\_ Local Phone #: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Major: \_\_\_\_\_ Advisor Name: \_\_\_\_\_

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**INSTRUCTIONS:**

1. Bring this form, a transfer evaluation report (or KSC transcript if the request is to substitute one KSC course for another), and course description and/or syllabus to the appropriate Department Chair or Program Coordinator for review and approval. KSC transcripts are available on MyKSC.
2. Academic and Career Advising approves requests for courses to count for general education credit. Please include the course description with the request.
3. Return the completed and approved form to the Elliot Center.

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**REQUEST:**

<u>Transfer Course</u> Number, Title & Credits	<u>Completed At</u>	<u>Substituted for KSC Course</u> Number, Title & Credits	<b>CHAIRS: Initial One</b>	
			*one-time only	**ongoing equivalency
EX: PSYC 401 Intro to Psyc	UNH	PSYC 101 Gen Psyc	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>KSC Course</u>	<u>Substituted for KSC Course</u>
KSC courses transferred for other KSC courses may not become permanent without a curriculum change.	
EX: MATH 130 Precalculus	KSC
_____	MATH 120 Alg. and Trig.
_____	_____
_____	_____
_____	_____

Reasons for Substitution: \_\_\_\_\_  
 \_\_\_\_\_

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**IV. APPROVALS:** The following signatures are required for approval of the substitution request.

Department Chair or Program Coordinator or Designee: \_\_\_\_\_  
(Name Printed)

Department Chair or Program Coordinator or Designee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\* Initials in this column indicate course substitution applies to this student only.  
 \*\*Initials in this column indicate course remains equivalent for all students transferring this course to KSC.

**RETURN COMPLETED FORM TO THE ELLIOT CENTER**