Keene State College
COURSE SUBSTITUTION FORM

Use this form to secure approval for the substitution of a course completed at KSC or elsewhere for a specific course or requirement at Keene State College. The student should present this form and supporting documentation (e.g., syllabus, course description, etc.) to the Academic & Career Advising Center for Integrative Studies courses or to the appropriate department chair(s) for major or minor requirements.

Name: _______________________________ Student I.D. #: __________
Local Street Address: __________________ Local Phone #: __________
City/State/Zip Code: ____________________
Major: _______________________________ Advisor: __________________

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INTEGRATIVE STUDIES PROGRAM REQUIREMENTS:
KSC or Transfer Course(s) | Host Institution | KSC Course/Requirement | Standing Sub?
EX: SOC 115 Soc of Work, 3 cr. | Plymouth State | ISSOC, 3 cr. | Yes

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MAJOR or MINOR REQUIREMENTS:
KSC or Transfer Course(s) | Host Institution | KSC Course/Requirement | Standing Sub?
EX: PSYC 001 Prin of Psyc, 4 cr. | UNH | PSYC 101 Gen Psychology, 4 cr. | Yes

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Comments: _______________________________________________________________________
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APPROVAL(S): Signature(s) are required for approval of the course substitution(s).

Chair or Designee: ___________________________ Signature: ___________ Date: ___________
(Name Printed)

Chair or Designee: ___________________________ Signature: ___________ Date: ___________
(Name Printed)

E-MAIL OR DELIVER COMPLETED FORM TO THE REGISTRAR’S OFFICE

Registrar 303/09