

School of Business Course Substitution and/or Course Equivalency Request

Complete the following information and submit the form to your advisor.

Please indicate if:

You have completed a course at another institution that you believe should be equivalent to a course in the School of Business. Syllabus must be attached.

OR

You wish to take a course at another institution and want to transfer the course back to EIU's School of Business. Syllabus must be attached.

OR

You wish to substitute an EIU course for a required course in your program.

Student name: _____ Date: _____

E#: _____ EIU E-Mail: _____ Local phone #: _____

Major: _____ Minor: _____ Concentration: _____

Expected term/year of graduation: _____ Catalog year: _____ EIU Advisor: _____

Request that course #1 be substituted/found equivalent to course #2:

1. Course Number: _____ Course Title: _____

2. Course Number: _____ Course Title: _____

Reason for substitution:

Transfer Institution: _____ Has the course been completed yet? YES NO

If course has been completed, term and year of completion: _____

Academic Advisor Information:

Advisor Name (please type or print): _____

Advisor Signature: _____ Date: _____

Comments from Advisor:

To be completed by the School of Business Chair's Office:

Date assigned to Discipline Unit for review: _____

Comments from Assistant Chair:

Chair's decision : Approved as equivalent (*notify Office of the Registrar*)
 Approved as a substitution for this student only
 Not approved

Chair Signature: _____ Date: _____

Comments from Chair:

NOTE: If approved, this substitution/equivalency applies only to the major/minor/concentration identified above. It does not apply if student changes major or concentration within the major or changes minor.

Copy sent to EIU Advisor (date): _____ (Advisor will notify student)

Original forwarded to Certification Officer of student's college (date): _____

Copy sent to Office of the Registrar (date): _____ (**only if course is considered equivalent**)

Form updated 6/11/09