**REQUEST FOR COURSE SUBSTITUTION IN MAJOR AND MINOR**

**LUMPKIN COLLEGE OF BUSINESS & TECHNOLOGY**

**EASTERN ILLINOIS UNIVERSITY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | | | | | E-Number | |  | |
| Local Phone | | | |  | | | Major |  | | | | | |
| Minor |  | | | | | | Concentration | | | |  | | |
| Expected Term/Year of Graduation | | | | | |  | | | | | | Catalog Year |  |
| Request that | | |  | | | | | | , |  | | | |
|  | | | Course Number | | | | | |  | Course Title | | | |
| Be substituted for | | | | |  | | | | , |  | | | |
|  | | | | | Course Number | | | |  | Course Title | | | |
| Reason | |  | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Recommendation: | | Approve |  |  | Deny |  |  | Date |  |
|  | | | | |  | | | | | |
| Academic Advisor | | | | | |
| Comments: | |  | | | | | | | | |
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|  | Decision: | | Approved |  |  | Denied |  |  | Date |  |
|  | | | | |  | | | | | |
| Signature of Waiver Chair | | | | | |
| Comments: | |  | | | | | | | | |
|  | |  | | | | | | | | |

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

**RETURN COMPLETED FORM TO CERTIFICATION OFFICER FOR STUDENT’S MAJOR.**