



SAN JOSÉ STATE
UNIVERSITY

Substitution Form - Undergraduate

Authorization to Substitute, Add, Delete or Waive of Units/Courses Required for Graduation

for Major _____ or Minor _____

Department: _____ College: _____

Instructions

1. Please type directly into each field. A separate form needs to be completed for each major or minor department.
2. Complete Part I through IV. An Incomplete form will not be accepted for processing.
3. This form must be submitted in a sealed department envelope to window "R" (Registrar) in the Student Services Center (SSC) or mail to: Office of the Registrar, Attn: Graduation Unit, San Jose State University, One Washington Square, San Jose, CA 95192-0009.

Part I: Student Information

SJSU ID _____ Last name _____ First name _____ Middle name _____

Phone # _____ E-mail _____

Expected Term of Graduation _____
Spring, Summer or Fall 4 digit year

Part II: Substitution Details - requires Advisor or Department Chair signature in Part IV.

If course was completed at another college, please indicate the college and the exact course prefix, course number, and course units in the space provided:

Courses Originally Listed on Major/ Minor form			Substituted Courses (Courses Actually Taken/ to be Taken)			
Course (e.g. ANTH 102)	Name of Institution	Units	Course (e.g. ANTH 102)	Name of Institution	Term & Yr	Units

Part III: Addition, Deletion or Waiver – a Deletion or a Waiver requires the Department Chair signature in Part IV.

Action(please specify): Add, Delete, or Waive	Course (e.g. ANTH 102)	Name of Institution	Area/Category listed on major/ minor form(e.g. support of the major)	Term & Yr Taken/ to be Taken	Units

Comments (if any) _____

Part IV: Approval Signature

Authorized Major/Minor Advisor's Printed Name/Signature/Date

Department Chair's Printed Name/Signature/Date

For Office Use Only:

Date Received: _____ By: _____

Substitution Form 10-19-11