Instructions

Do not hand write - Must be typed

Use this form to substitute required core courses that have not been taken and graded on an approved candidacy form. Graded course(s) cannot be dropped from the candidacy form. Substitution of core courses requires a department chair signature. If the core substitution is to be approved prior to candidacy advancement, include substitution form with candidacy submission.

Student Information

Last Name

First Name, M.I.

Student ID

Previous Name, if any

Major

Course to be Dropped

Course Prefix and Catalog No. (e.g., Biol 234)

Course Title   Units   Semester/Year

Course Prefix and Catalog No.

Course Title   Units   Semester/Year

Course to be Added

Institution (University) if not taken at SJSU:

Note: If course is taken elsewhere, official transcripts must be on file at the GAPE office. A copy of the official transcripts or the unofficial transcripts can be submitted to the graduate advisor

Location of Institution above (City, State, Country)

Course Prefix and Catalog No.

Course Title   Units   Semester/Year

Course Prefix and Catalog No.

Course Title   Units   Semester/Year

Comments, if needed

Signatures

This is to certify that the department approves the substitution.

Graduate Committee Chair or Graduate Advisor (print) _____

Graduate Committee Chair or Graduate Advisor (signature) _____

Approved   Denied

Date _____

Department Chair -- core substitution only (print) _____

Department Chair -- core substitution only (signature) _____

Approved   Denied

Date _____