



■ SUBSTITUTION REQUEST

Student Information		
Student ID		
Last Name	First Name	Middle Name
Major or Minor		
Expected Graduation Term		

Important Information

- Clearly write the substitution(s) in the designated area below. Request must be submitted at start of the semester.
 - The number of course substitutions are limited to three to avoid changing the focus of the program. More than three substitutions require approval of the dean responsible for the program.
 - All required approvals are needed prior to submission(s). Major department’s chairperson must sign the form.
 - Course substitutions within the core requirements may be approved by the dean or designee for the discipline responsible for the core requirement.
 - Major courses and program electives can be approved by the dean or designee responsible for the academic program.
- The above statements are as per the graduation guidelines found at the following link:
http://catalog.nyit.edu/policies_and_rules/academic_policies#graduation
- Minor advisor please contact major advisor to discuss major substitutions. A minimum of six (6) credits must be taken in residence at NYIT and must be in excess of the requirements of the major.
 - Forms will only be accepted from departments.
 - Substitutions are official only after being processed by the Office of the Registrar.

Substitution(s)

Alternate Course		NYIT Required Course
1. _____	in lieu of	_____
2. _____	in lieu of	_____
3. _____	in lieu of	_____
4. _____	in lieu of	_____

Major/Minor Chairperson’s Approval *Required*

Print Chairperson’s Name _____ Chairperson’s Signature _____ Today’s Date _____

Major Dean’s Approval *When Applicable*

Print Dean’s Name _____ Dean’s Signature _____ Today’s Date _____

Core Chairperson’s Approval *When Applicable*

Print Chairperson’s Name _____ Chairperson’s Signature _____ Today’s Date _____

Office Use Only

Registrar’s Signature _____ Today’s Date _____

1. _____ 2. _____ 3. _____ 4. _____