UNIVERSITY OF NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET

Course Substitution Application
The University of New England | Office of the Registrar
11 Hills Beach Road (Decary Hall, 114) Biddeford, ME 04005
Phone: (207) 602-2473 | Fax: (207) 602-5927 | Registrar@une.edu

APPLICATION PROCESS AND POLICY

- This form should be used to substitute a required course for another course not listed as a requirement for the student's major or minor.
- Please note forms with missing information will be returned to the department and will delay the updating of the student's record.
- Course substitution forms will apply to a student's Degree Audit but **will not** meet prerequisite requirements for registration. If applicable, students will need to complete a Registration Restriction Override form.

STUDENT INFORMATION

Last Name: _____ **First Name:** _____ **PRN:** _____

Email: _____ **Catalog Year:** _____ **Anticipated Graduation Date:** _____

Major: _____ **Minor** (If Applicable): _____

Advisor: _____

SECTION I: COURSE INFORMATION

Course Requirement				Course Substitution					
Course Prefix	Course Number	Course Title	Credits	Course Prefix	Course Number	Course Title	Credits	Semester Taken	Area
MAT	120	Statistics	3	MAT	190	Calculus I	3	Fall 2023	■ Core □ Major □ Minor
									□ Core □ Major □ Minor
									□ Core □ Major □ Minor
									□ Core □ Major □ Minor
									□ Core □ Major □ Minor
									□ Core □ Major □ Minor

Reason: _____

Has this adjustment been discussed with the student/advisee? □ Yes □ No

SECTION II: APPROVAL (Font signature NOT accepted)

Academic Advisor's Signature: _____ □ Approved □ Denied **Date:** _____

Dept. Chair/Program Director's Signature: _____ □ Approved □ Denied **Date:** _____