SJSU SAN JOSÉ STATE UNIVERSITY

Request for Course Substitution in Graduate Degree Program

Instructions

Do not hand write - Must be typed

This form is to be used to substitute courses that have not already been taken and graded on an already approved candidacy form. Already graded courses cannot be dropped from the candidacy form. This completed form should be emailed to the appropriate GAPE evaluator (see www.sjsu.edu/gape/about_us/staff), submitted to Window G in the Student Services Center, or sent through interoffice mail to extended zip 0017.

Student Information

Last Name

First Name, M.I.

Student ID

Previous Name, if any

Current Address

City

State

Zip

Daytime Phone

Email Address

Major

Courses 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

Courses to be Added

Institution (University) if not taken at SJSU; note: if 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) _____

Approved   Denied

Graduate Committee Chair or Graduate Advisor (signature) _____

Date _____