

University of South Florida College of Education-Graduate Support Office
COURSE SUBSTITUTION FORM
Instruction Sheet

To be completed only by the Academic Advisor (for master's students) or the Major Professor (for advanced graduate students)

This form is used to amend coursework listed on the approved Program of Study (P.O.S.) form. If substitutions are being requested for more than three total courses while in this program, please complete a new P.O.S. form. The form should be completed by the Academic Advisor (for master's students) or the Major Professor (for advanced graduate students).

Please note:

- **This form is for substituting one USF course for another. If applying coursework earned at another institution toward USF degree requirements, please use the Graduate Transfer Course Form.**
- Substitutions for COEDU college requirement courses (e.g. Foundations courses) must be approved by the Department Chair/Program offering the original course.
- Substitutions of undergraduate coursework (4000 level) is not permissible. Only graduate course work of 5000 level or above may be applied toward completion of graduate program requirements.
- Courses requested for substitution must meet the University's time limit requirements.
- An academic rationale must be provided for all substitutions

Instructions:

Section A is for listing the course to be removed from to the P.O.S. Section B is for listing the course to be substituted onto the P.O.S. **The categories (e.g. specialization) for A and B must match.** Please ensure that course numbers and titles are accurate.

The numbered areas in each section are linked, meaning that the course listed in the first spot in Section A will be replaced with the course in the first spot in Section B. For example, if course ABC 6XXX will replace the XYZ 6XXX currently on the approved program of study, the request would look like this:

A. For course(s) on approved planned program (list as appears on approved planned program form)				
	Course Prefix & #	Title	Course Hours	Section of P.O.S. in which this course appears
1	XYZ 6XXX	Sample Course I	3	Program Specialization

B. Substitute the following course(s):				
	Course Prefix & #	Title	Course Hours	Section of P.O.S. where this course is to be substituted
1	ABC 6XXX	Sample Course II	3	Program Specialization

University of South Florida College of Education-Graduate Studies

COURSE SUBSTITUTION FORM

To be completed only by the Academic Advisor (for master's students) or the Major Professor (for advanced graduate students)

Student Name _____

University ID Number _____

Degree (Select one) M.A. M.A.T. M.Ed. M.S. Ed.S. Ed.D. Ph.D.

Program or Concentration _____

A. For course(s) on approved planned program (list as appears on approved planned program form)				
	Course Prefix & #	Title	Course Hours	Category on P.O.S. in which this course appears
1				
2				
3				

B. Substitute the following course(s):				
	Course Prefix & #	Title	Course Hours	Category on P.O.S. where this course is to be substituted
1				
2				
3				

Please include a short academic rationale for this request.

Advisor's Signature

Date

Director or Program Chairperson's Signature

Date

COEDU Graduate Support Office Signature

Date