

Petition for Course Substitution

Use this form to request the substitution of a required course within any of the undergraduate curricula offered by the College of Forestry. It is the student's responsibility to prepare this petition. For your petition to be complete you must:

- 1) attach the **course syllabus** (must contain a detail of the course content and approximate time expended on each content area, reading list, textbook utilized if appropriate) OR the **course catalog description** (if syllabus is not available)
- 2) sign and date the form;
- 3) provide a statement that describes the reason for your request;
- 4) submit the completed form to your academic advisor for additional signatures/approval and processing

There is a chance your petition may not be approved or you may be asked to provide additional details or documentation before approval is granted. Note that courses for substitution must be a reasonable match, if not a perfect match.

Name _____ Student ID _____

Email _____ Advisor _____

Student Signature

Date

Number and title of OSU course for which a substitution/waiver is sought:			
Please describe the course(es) that covers the material and intent of the OSU requirement listed above:			
Course Title:			
Course Number:			
Name of Institution:			
City, State			
Textbook (author included):			
Grade earned:			
Credit hours:			
Calendar schedule:	Quarter	Semester	
Does this course include a lab?	YES	NO	
I have already taken this course	I am planning to take this course in the future		

Please use the space below to clearly summarize the reason for this request (you may attached a separate document if you wish).

Approval signatures must be obtained in the order listed.

1	INSTRUCTOR OF OSU COURSE	Approve	Deny
Comments:		<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature _____ Date _____	

2	ACADEMIC ADVISOR	Approve	Deny
Comments:		<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature _____ Date _____	

3	DEPT. HEAD or PROGRAM DIRECTOR	Approve	Deny
Comments:		<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature _____ Date _____	

4	HEAD ADVISOR	Approve	Deny
Comments:		<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature _____ Date _____	

Advisors: Equivalent Substitution
 MyDegrees by _____ ; date _____
 NOLIJ by _____ ; date _____
 Student notified by: _____ ; date _____