



# REQUEST FOR COURSE SUBSTITUTION

*Students should consult with an Academic Advisor*

*This form is to request a course substitution for a required course, because either the program requirements have changed or the prescribed course is not available. Approval for a substitution should normally be sought prior to enrolling in the substitute course. In the case of a substitute course that was completed previously outside of KPU, the transfer of the course to KPU must be completed prior to requesting a substitution.*

*A course substitution request must relate to the program in which the student is currently enrolled – i.e., the program shown when the student logs-on to MAP (see [kpu.ca/myactionplan](http://kpu.ca/myactionplan)). If the course substitution is intended for a different program, then the student must declare or change into that program before making a course substitution request (see [kpu.ca/declaration](http://kpu.ca/declaration)).*

**All requests for course substitution must be submitted to the Dean's Office.** *If approved by the Dean or Associate Dean as academically appropriate, the request will be forwarded to [graduation@kpu.ca](mailto:graduation@kpu.ca) to be applied to the student's MAP audit. Please be advised that the entire process can take up to 5 weeks. Any course substitutions should be completed before a student applies to graduate. For more information please see an Academic Advisor.*

Student Information	
First & Last Name	Student ID Number
Student Signature	KPU Student Email
Program of Study to which Substitution Applies	Expected Semester and Year of Program Completion (e.g. Spring 2023)

Which yearly edition of the University Calendar do you follow for your program of study? See *MAP University Calendar Year*.      20\_\_\_\_\_

Rationale for Course Substitution

The requirement is:	The course I want to substitute is (Subject Code, Number, and Title):

Authorization		
Dean/designate (please print)	Signature	Date

Office of the Registrar Use Only		
Date Received	Date Processed	Initials