Memorandum to the Registrar

I have examined the educational credentials and academic plans of the student named below and recommend that the
following course be substituted with another. No additional credit granted.

Student Information:						
Student LAST Name:	[PRINT CLEARLY] Student ID Number ▼					
Student FIRST Name:	[PRINT CLEARLY]					
Student Major:	□ BSE □ CE	□ ChE □	EE 🗆 ME	Grade Level:	□ 1st □	🛾 2nd 🗆 3rd 🗆 4th 🗆 Grad
Residential Address:						
Contact Information:	Email:				Р	hone:
Are you an 🛛 Yes* 🗆 No 🛛 *If yes, please have DSO si		gn:				
International Student?						Date:

Course to be Substituted:					
Course Code 🔻	Course Title ▼ Number of Cre				
	This course is: \Box a required course \Box an elective				

Course to be Used Instead:				
Course code 🔻	Course title 🔻	Number of Credits v		

Reason(s) for Substitution (ABET Required):		

--- STOP HERE: Please save file as is and email document to Betsy Quitugua in the Dean's Office. Betsy will take care of signatures. ---

Required Signatures:		
Get 'one' of the following signatures: your Academic Advisor Engineering Department Chair	(Print) (Sign)	Date:
Dean Signature:	(Sign)	Date: