

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 (Part 1):

Student LAST Name:				[PRINT CLEARLY]								
Student FIRST Name:				[PRINT CLEARLY]								
Student Major:	<input type="checkbox"/> BSE	<input type="checkbox"/> CE	<input type="checkbox"/> ChE	<input type="checkbox"/> EE	<input type="checkbox"/> ME	Grade Level:	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> 4th	<input type="checkbox"/> Grad	
Residential Address:												
Contact Information:	Email:					Phone:						
Are you an International Student?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No	*If yes, please have DSO sign: _____					Date: _____				

Course to be Substituted (Part 2):

Course Code ▼	Course Title ▼	Number of Credits ▼
This course is: <input type="checkbox"/> a required course <input type="checkbox"/> an elective		

Course to be Used Instead:

Course code ▼	Course title ▼	Number of Credits ▼

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 (Part 3):

Get 'one' of the following signatures: <input type="checkbox"/> your Academic Advisor	(Print)	
<input type="checkbox"/> Engineering Department Chair	(Sign)	Date:
Dean Signature:	(Sign)	Date: