Memorandum to the Registrar **12-Credit Rule Substitution (TCR)**

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

Course to be Substituted:		
Course Code ▼	Course Title ▼	Number of Credits ▼
	This course is: ☐ a required course ☐ 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:		
Get '**one**' of the following signatures: ☐ your Academic Advisor ☐ Engineering Department Chair	(Print) (Sign)	Date:
Dean Signature:	(Sign)	Date: