

# Bachelor of Applied Science

## B.A.Sc. Course Substitution Request Form

Use this form to request a course substitution in your major coursework for your B.A.Sc. major in Construction Management, Health Services Management, IT Infrastructure, or Manufacturing Operations Management. All course substitutions must be approved by both your academic adviser and your major's faculty director before you register to ensure you have chosen a course that will count toward your major.

### To request a course substitution in your B.A.Sc. major:

1. Consult with your academic adviser about the course substitution.
2. In the table below, complete one line for each course request.
3. For each course substitution, state the reason for your request.
4. Sign this form and add your contact information.
5. Attach a copy of the catalog description and the syllabus for each course to be added.
6. Return the form to your academic adviser via email, fax, US mail, or in person.
7. Your academic adviser will forward the form to the faculty director for final review and approval.
8. Your academic adviser will email a reply within two weeks of receiving your request.

### Course Substitution(s) requested:

Replace this course				With this course			
Dept.	Course Number	Title	Credits	Dept.	Course Number	Title	Credits

### Reasons for requesting course substitution(s):

Student \_\_\_\_\_  
 U of M ID# \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Date \_\_\_\_\_

Academic Adviser/Date \_\_\_\_\_  
 Faculty Director/Date \_\_\_\_\_  
 \_\_\_\_\_  
*APAS Updated (Date and Initials)*

