



Instructions for Using the Course Substitution Form

This form will not change how a transfer course is articulated from a different institution. If the student or advisor disagrees with how the evaluation was processed, they may contact their Academic Advisor or Department Chair. It also does not change how courses will appear on the student's transcript.

This form cannot be used to replace registration co/prerequisites. Co/Prerequisite overrides must be entered in Banner by the course instructor, department chair or department administrative assistant. For co/prerequisite issues, please contact your department.

Students will still be required to meet over-all University General Education requirements. This form may not be used to substitute, waive or add any course to meet University General Education requirements without approval from the Student Affairs Department.

It is strongly recommended to print out and have at hand the degree audit before beginning this form. It is advisable that the print out be attached to the exception form.

Failure to fully complete the Course Exception form may result in processing delays. Once the exception is approved, the exception will appear on the student's audit and the paperwork filed in the student's permanent file in the Registrar's Office. If Course Exception forms are inaccurately completed, missing information or illegible, they will be returned to the department for reevaluation.

Questions about the status of exception requests should be directed to the appropriate academic department.

Students/Advisors

Please complete these steps:

Step 1: Complete all student information areas at the top of the form.

Step 2: If processing a course-for-course substitution, complete section A; noting the subject code, course number, course title and semester hours. In section B, list the subject code, course number, course title, university or college where the course was taken (if **NOT** Ohio Northern), semester hours and the semester taken for the course that is being substituted for the ONU requirement. If the course that is substituting for an ONU requirement is a transfer course, please use the subject code and course number at the institution where the course was taken.

For courses that are being added to elective options, complete section B with the information of the course that you are approving as an elective. This only approves the addition of that elective course for the student listed on the exception form.

Step 3: Provide a detailed justification for the exception. If an elective is being submitted for approval, please indicate within the justification area exactly which elective the course is intended to replace.

Step 4: After all required signatures are on the form, submit the completed form to the Registrar's Office, Lehr Building, for processing. Multiple exceptions may be made on the same form for a single student.

Department Chairs

Department chairs will review the student's degree program plan and their current degree audit before signing or submitting this form.

Department chairs are reminded that non-transferrable courses cannot be used.

The requested substitution must be generally equivalent in content and must fit the degree requirements for the student.

Department chairs **must** provide a reasonable justification for the substitution. Additional information may be attached as necessary as is the case for elective substitutions.