

# REQUEST FOR COURSE SUBSTITUTION

**Instructions:**

- **Students use this form to request to substitute a course for a specific BAE major or minor course requirement.** Such a substitution requires the approval of your major or minor faculty advisor. Do not use this form when requesting a substitution for a college or university requirement (Composition requirement, GE requirement, AHI requirement, etc.)
- **Attach an expanded course description or syllabus for each course.** *It is the responsibility of the student petitioner to provide adequate information for an appropriate evaluation (catalog descriptions do not contain enough information for the evaluation to be performed).*
- **Complete this form and submit it and the course description to [BAEadvising@ucdavis.edu](mailto:BAEadvising@ucdavis.edu) for evaluation.**
- A departmental decision will be made and the form will be uploaded to your OASIS account.
- You will be notified of the decision via your UC Davis email account.

**Student Information:**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First MI*

Student ID: \_\_\_\_\_ Email: \_\_\_\_\_

Major or Minor for which substitution is being requested: \_\_\_\_\_

**Reason for Request:**

**Course Information:**

Required Course	Units	Proposed Substitution	Units	Term & Year	Department Decision

*Department Use Only*

**Justification:**

I have reviewed the above course substitution materials and have made the recommendation(s) indicated above.

\_\_\_\_\_  
*Faculty Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*