

Student Name _____
(Please Print)

Student ID # _____

Helena College allows course substitutions when there is a compelling reason to do so. All course substitutions must maintain the integrity of the degree and comply with the following guidelines:

- Course substitutions must be approved by the faculty advisor
- If the substitution is for a course outside of the student’s department, the appropriate Department Chair must approve it along with the faculty advisor
- Course substitutions will not reduce the number of credits needed to complete the student’s program of study
- For purposes of a documented disability, the student must provide the appropriate documentation to the Director of Disability Services as part of this process. For other details concerning a documented disability and a course substitution request, more information may be found on the College’s disability services web page.
- Decisions may be appealed. Please see the Registrar’s Office.

Helena College Required Course			Requested Substitution		
Course Number	Course Title	Credits	Course Number	Course Title	Credits

Reason for Substitution (Please provide any additional documentation): _____

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Department Chair Signature (If Required): _____ **Date:** _____

Registrar Signature: _____ **Date:** _____