



Enrollment Management Department
Student Records Section

Substitute Course Request

This form should be completed by the student and sent through the College s/he is enrolled in to the Student Records Section for processing. This form can be used for a month when study starts at the beginning of the semester and for a month prior to the start of final exams. **Requests submitted after the deadlines will not be considered.**

Student Information							
QU ID:				Name:			
College:				Major/ Minor:			
Mobile:				E-mail:			
Course Information							
Required Course				Substitute Course			
Subj	No	Title	Credit Hours	Subj	No	Title	Credit Hours
Student Advisor							
Reason for Substitute Course Request:							
Advisor's Name:				Signature:		Date:	
Department Head (of the program that the student is enrolled in)							
Comments (if any):							
Signature:				Date:			
Associate/ Assistant Dean for Student Affairs (of the college that the student is enrolled in)							
Comments (if any):							
Signature:				Date:			
Student Records Use Only							
Comments:							
Signature:				Date:			

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Please read the following terms carefully:

- This form is to be used ONLY if a course the student is required to study is phased out or if the study plan the student is assigned has changed.
- The request must NOT violate any of the University's academic rules.
- The Associate/Assistant Dean for Students Affairs for the College and the Department Head are responsible of making sure that all submitted forms are clear and complete.
- Forms that are incomplete will not be considered by the Student Records Section and will be returned to the respective College.
- Requests for substitute courses after the deadline are not allowed.
- A course may be used as a substitute only once towards graduation requirements.