Cleveland State University
Office of the University Registrar

Authorization to Substitute Courses Required for Graduation

Instructions for Students:

1. *Complete Part A and course substitution details in Part B*
2. *Obtain Dean/Advisor approval signatures in Part B*
3. *Sign where indicated in Part C*
4. *Submit your appeal: by mail to* ***Office of the University Registrar, Cleveland State University, 2121 Euclid Ave KB 1414, Cleveland, OH 44115****; or in person at* ***Campus411 All-in-1, located at MC 116***

Part A: STUDENT INFORMATION

Name:	CSU ID# :
Major/Minor:	Expected Date of Graduation Term: Year:

Part B: SUBSTITUTION DETAILS

Courses Originally Listed On Graduation Application			Substitute Courses			Approved By: **(see notes)**
Course (e.g. ENG 101)	Title	Credit Hours	Course (e.g. ENG 101)	Title	Credit Hours	

Part C: NOTES AND STUDENT SIGNATURE

Notes:

- Changes to college requirements require approval of the college advising center or Dean's office in the relevant college
- Changes to major or minor requirements require approval of the relevant department
- Changes to university requirements require approval of the Office of the University Registrar

Student Signature (required): _____ ***Date*** _____

Part D: OFFICE OF THE UNIVERSITY REGISTRAR

Office of the University Registrar: *Date Received* _____ *Signature:* _____