



University of Dallas  
Office of the Registrar

## Course Substitution Form Instructions

\*\*\*Please note that this form is only for substituting courses within the University of Dallas. Any courses taken at outside institutions must be approved by the corresponding department before the course begins. A transfer credit permission form can be found here\*\*

1. Fill in name and UD ID#
2. Fill in course requirement and course substitution information.
3. Circle corresponding degree requirement for course.
4. Fill in reasons for course substitution.
5. Get signature of corresponding course department chairman. If substituting elective credit, the Academic Dean's signature is required.
6. Submit completed form to the Registrar's Office. If you cannot bring the form to the office, you can mail, fax, or email. Please make sure entire form is complete before submitting.

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Office of the Registrar  
Cardinal Farrell Hall, Ste. 180  
1845 E. Northgate Dr.  
Irving, TX 75062  
P: 972-721-5221  
F: 972-721-5132  
Email: registrar@udallas.edu



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### Course Substitution Form

*Fill out this form, obtain requested signature and return to Registrar's Office.*

**UD Students wishing to substitute a course requirement must obtain approval from the department chair of the course being substituted.**

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

I request that:

\_\_\_\_\_ be substituted with \_\_\_\_\_

**Course Requirement**

**Course Substitute**

Course Requirement is (*please circle all that apply*): Core   Major   Concentration   Elective

REASON \_\_\_\_\_

\_\_\_\_\_

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I approve the substitution **as stated above:**

Approved \_\_\_\_\_

Date \_\_\_\_\_

Dept. Chairman for the course being substituted or Academic Dean for elective credits