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|  Liberty University Logo_cmyk*Registrar’s Office* | ***Engineering &*** ***Computational Sciences Majors*****Course Substitution** **Resident Undergraduate** |

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| Name:       Phone #: |  Student ID #:       |
| Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       |   |
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**Step 1 - *Read the*** [***Guidelines/Instructions***](http://www.liberty.edu/academics/registrar/?PID=27633)***.***

[ ]  *I have read and will abide carefully by the* Guidelines/*Instructions*.

[ ]  *I am aware that all degrees/majors must be active in ASIST to process this request. Any requests that do not have an active Degree Completion Plan-Audit (DCPA) in ASIST will be returned until the applicable major/minor DCPA is declared and active.*

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| **Step 2** - ***State your Request******I am requesting that*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_*Course Prefix & Number Course Title Credit hours \*(**complete only this second row if the course was a transfer course; otherwise proceed to the next row*)\*******taken at*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***which was awarded at LU*** *\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_* *Transfer institution Term & Year course taken/will take LU Course Prefix & # LU Course Title Credit hours****substitute/replace the REQUIRED COURSE*** *\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Course prefix Course # Course Title****Of my Major/Minor****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****. Please apply this request on my DCP requirement indicated below.*** *(make sure indicated major/minor is active on your DCP)*[ ]  Core Comp [ ]  Tech Elective (ENGR majors only) [ ]  Major Core and Cogn. [ ]  Directed/Major Found  [ ]  Lab Sci/Math (CSCI majors only) [ ]  Quant Studies [ ]  Minor  |
| **Step 3 – *Obtain Approval from the Department Approver**** ***See Course Substitution Guidelines for the appropriate department approver***

**Department Approver’s Recommendation:**School or Dept. \_\_\_\_\_\_\_\_\_ Approver’s Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Approved [ ]  Denied for course substitution Rationale \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Or** [ ]  These courses are equivalent. Course substitution not needed. Grant direct credit (TEI). **For transferred courses only****Technical Electives (Engineering Majors only)** *(Technical Electives require a second signature by the Department Approver of Engineering)*ENGR Department: Approver’s Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Approved [ ]  Denied for course substitution Rationale \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Step 4 *– Seek Final Approval from the Registrar’s Office*** [ ]  Approved [ ]  Denied for course substitution Evaluator’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_ **Or** [ ]  These courses are equivalent; therefore, a course substitution is not needed. Granted direct transfer credit. (TEI)Comment/s: |

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| ***Course Substitution Guidelines*** *(Read Carefully)* |
| 1. **Course Substitution**: A Course Substitution Form may be used when a student wishes to substitute a course for a required Liberty course when there is a clear relationship between the two courses. In this instance, the signature of the approver presiding over the department in which the required course is housed will be needed. 2. **Course Replacement**: This form may also be used when an approver approves the replacement of a DCP required course which he/she is responsible. No clear relationship exists between the required course and the course replacing the required course. 3. **Approval Does Not Change the Official Transcript**: The approval of the substitution will apply toward the degree requirement(s), but it does not change the course number on the student’s transcript. A lower-level course which may substitute for an upper-level requirement does not count in the total number of upper-level hours taken. 4. **Grade Limit/Credit Limit:** Transfer courses with a minimum grade of “C” or higher may be considered for course substitution. A Liberty course with a grade of “D” or higher may be considered for course substitution. If the course substitution request will be applied for the student’s upper-level major course requirement, the professional advisor will need to be consulted to determine if a grade of “D” or “C” is acceptable; most likely a grade of “D” will not be acceptable. The credit earned on the course that will be used to fulfill a required course should meet the 2/3 credit minimum.5. **Approvers for required courses:*** The Provost’s Office approves course substitutions for all courses **EXCEPT** for math, science, engineering, and computer science information systems courses. Please use the electronic course substitution form found here for courses that are **NOT** regarding math, science, engineering, and computer/information science courses : (<http://www.liberty.edu/academics/registrar/index.cfm?PID=27633>
* Course substitution approvals for all math, science, engineering, and computer science information systems courses must be approved by the department approver where the required course is housed
* **Technical Elective Courses (Engineering Majors Only):** Course substitution forms for technical electives require two (2) approvals. Both the engineering department approver AND the department approver where the required course is housed must approve technical elective courses.
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|  ***Course Substitution Instructions***  |
| * **Declare** your desired major/minor. Make certain that the program indicated on your request form matches what is indicated on your

DCP-Audit. If you have recently changed your major, this request cannot be processed until it is updated in ASIST.* **Provide** all of the required information on this form. (Attach a copy of the course description or course syllabus.)
* **Seek** the recommendation of the appropriate Dean/Chair/Director.
* **Submit** the approved request to the Registrar’s Office. (If the request was approved via email, the appropriate approver must send the decision and the form directly to LUtransfer@liberty.edu; an email forwarded by the student will not be honored as official.)
* **Expect** results within a weekif all of the required information has been provided and the course was successfully completed.
* **Check** your Degree Completion Plan-Audit (DCP) (ASIST>Student>Student Record>DCP Audit) for the status of your request. The substitution/replacement will be posted on your DCP.

**Note:** Forms with incorrect approvers will not be processed and will be returned to the student. An approved request *will not change transcript information but will be reflected on your DCP ONLY.* |
| [Go to Page 1](#Page1)***Course Substitution Approver*** |
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|  ***Type of Request*** | ***Type of Course*** | ***Approver*** |
|  **Substitution/Replacement** | ALL courses except:MathScienceEngineeringComputer Science Info Systems | **PROVOST’S OFFICE**Please use the transfer suite found here: (<http://www.liberty.edu/academics/registrar/index.cfm?PID=27633>) |
|  **Substitution** | **MATH & PHYSICS** |  Dr. Scott Long ,  slong1@liberty.edu |
|  **Substitution** | **ENGR** |  Dr. Carl Pettiford, Chair of Engineering, cpettiford@liberty.edu |
|  **Substitution** | **CSIS** | * Computational Science: Dr. Jerry Westfall, jwestfall@liberty.edu (PRIMARY)
* Bus Management Info Systems: Dr. Michael Hart, mhart@liberty.edu (SECONDARY)
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|  **Substitution** | **CHEM** |  Dr. Todd Allen, tmallen1@liberty.edu |
|  **Substitution** | **BIOL**  |  Dr. David DeWitt, dadewitt@liberty.edu |
|  **Substitution** | **AVIA** |  Prof. Bradley Blank, bblank@liberty.edu |
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|  **Substitution** | **Technical Elective****(Engineering major only)** |  Two (2) signatures are required**Dr. Carl Pettiford, Chair of Engineering** cpettiford@liberty.edu and either:* Mathematics: Dr. Scott Long ,  slong1@liberty.edu
* Physics: Dr. Scott Long ,  slong1@liberty.edu
* Biology: Dr. David DeWitt, dadewitt@liberty.edu
* Chemistry: Dr. Todd Allen, tmallen1@liberty.edu
* Computer Science Info Systems: Dr. Jerry Westfall, jwestfall@liberty.edu
* Engineering: Dr. Carl Pettiford, cpettiford@liberty.edu
* Aeronautics: Prof. Bradley Blank, bblank@liberty.edu
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