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

|  |  |
| --- | --- |
| Name:       Phone #: | Student ID #: |
| Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | |

**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.*

|  |
| --- |
| **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: |

|  |  |  |
| --- | --- | --- |
| ***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. | | |
| ***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](mailto: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*** | | |
|  | | | |
| ***Type of Request*** | ***Type of Course*** | ***Approver*** | |
| **Substitution/Replacement** | ALL courses except:  Math  Science  Engineering  Computer Science Info Systems | **PROVOST’S OFFICE**  For these Core Competency courses, please use the electronic course substitution beta form found here: (<http://www.liberty.edu/academics/registrar/index.cfm?PID=27633>) | |
| **Substitution** | **MATH & PHYSICS** | Dr. Scott Long ,  [slong1@liberty.edu](mailto:slong1@liberty.edu) | |
| **Substitution** | **ENGR** | Dr. Carl Pettiford, Chair of Engineering, [cpettiford@liberty.edu](mailto:cpettiford@liberty.edu) | |
| **Substitution** | **CSIS** | * Computational Science: Dr. Jerry Westfall, [jwestfall@liberty.edu](mailto:jwestfall@liberty.edu) (PRIMARY) * Bus Management Info Systems: Dr. Michael Hart, [mhart@liberty.edu](mailto:mhart@liberty.edu) (SECONDARY) | |
| **Substitution** | **CHEM** | Dr. Todd Allen, [tmallen1@liberty.edu](mailto:tmallen1@liberty.edu) | |
| **Substitution** | **BIOL** | Dr. David DeWitt, [dadewitt@liberty.edu](mailto:dadewitt@liberty.edu) | |
| **Substitution** | **AVIA** | Prof. Bradley Blank, [bblank@liberty.edu](mailto:bblank@liberty.edu) | |
|  | | | |
| **Substitution** | **Technical Elective**  **(Engineering major only)** | Two (2) signatures are required  **Dr. Carl Pettiford, Chair of Engineering** [cpettiford@liberty.edu](mailto:cpettiford@liberty.edu)  and either:   * Mathematics: Dr. Scott Long ,  [slong1@liberty.edu](mailto:slong1@liberty.edu) * Physics: Dr. Scott Long ,  [slong1@liberty.edu](mailto:slong1@liberty.edu) * Biology: Dr. David DeWitt, [dadewitt@liberty.edu](mailto:dadewitt@liberty.edu) * Chemistry: Dr. Todd Allen, [tmallen1@liberty.edu](mailto:tmallen1@liberty.edu) * Computer Science Info Systems: Dr. Jerry Westfall, [jwestfall@liberty.edu](mailto:jwestfall@liberty.edu) * Engineering: Dr. Carl Pettiford, [cpettiford@liberty.edu](mailto:cpettiford@liberty.edu) * Aeronautics: Prof. Bradley Blank, [bblank@liberty.edu](mailto:bblank@liberty.edu) | |