

**Undergraduate Course Substitution Request Form**

Purpose: If you completed a course at another college or university and would like to determine if the course will transfer and count towards your major you must fill out all sections of this form. The Department of Communication Sciences and Disorders can only substitute requirements within the major; this **does not** include general education courses.

To request a course substitution you must:

1. Fill out **all** sections of this form.
2. Check your UCF degree audit to be sure the transfer course is listed (If it does not show on your audit official transcripts have not been received by UCF; check with the Registrar’s Office).
3. Print the course description from the catalog of the school where the transfer course was taken and attach it to this form.

<b>Date</b>	
<b>Name</b>	
<b>PID</b>	
<b>Email</b>	@knights.ucf.edu
<b>School where transfer course was taken</b>	
<b>Transfer Course (Include original prefix and number)</b>	

Completion of this form does not guarantee that the course will transfer as a major requirement. The department advisor will contact you within two weeks to inform you of the status of your request.

In some cases, the department may request the syllabus from the semester the course was completed.