

BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
The City University of New York

COURSE SUBSTITUTION FORM

\*\*\*\*\*SEE INSTRUCTIONS ON NEXT PAGE\*\*\*\*\*

TO: REGISTRAR'S OFFICE \_\_\_\_\_ STUDENT'S NAME \_\_\_\_\_

FROM: \_\_\_\_\_ ID NUMBER \_\_\_\_\_

This form MUST FIRST be endorsed by the chairperson of the major department AND SECONDLY by the chairperson of the course listed under "course for which substitution is to be made." The chairperson for LIBERAL ARTS is the Dean of Academic Affairs. Where the chairperson of the major and course department is the same, the form must also be signed by the Dean of Academic Affairs.

Course for which substitution is to be made.	Substituted course	
(1)		<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Chairperson                      date of course department
(2)		<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Chairperson                      date of course department
(3)		<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Chairperson                      date of course department

\_\_\_\_\_  
Signature of Chairperson of Major Date

\_\_\_\_\_  
Signature of Dean of Academic Affairs Date

Reasons for substitution

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

## INSTRUCTIONS

1. Take the form to the department of your major. Ex. If your major is Nursing, take the form to the Nursing Department. (The major department for LIBERAL ARTS is the Office of Academic Affairs.)
2. The major chairperson should enter the course missing under “course for which substitution is to be made and enter the course you want in its place under “substituted course.” (The substituted course must be on your transcript or a course for which you are currently registered.)
3. The major chairperson must sign and date the form on the space provided at the bottom left hand corner.
4. Then, take the form to the department of the course listed under “course for which substitution is to be made.”  
The chairperson must sign the space provided to the right of the form. Ex. If the “Course for which substitution is to be made is math, the math chairperson must sign.
5. Where the chairperson of the major department and course department is the same, you must obtain an additional signature from the Dean of Academic Affairs.
6. Completed form must be returned to the Registrar’s Office.