

**BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
THE CITY UNIVERSITY OF NEW YORK**

**COURSE SUBSTITUTION FORM**  
*(SEE INSTRUCTIONS ON THE BACK OF THIS FORM)*

TO: REGISTRAR'S OFFICE

STUDENT'S NAME \_\_\_\_\_

FROM: \_\_\_\_\_

STUDENT ID NUMBER \_\_\_\_\_

CURRICULUM \_\_\_\_\_

This form must **FIRST** be endorsed by the chairperson of the major department, **SECONDLY** by the chairperson of the course listed under "course for which substitution is to be made," and **THIRDLY** by the Dean of Academic Affairs. If you are a **Liberal Arts** major, you can skip the first step and go directly to 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, therefore **Liberal Arts** students only require two signatures on this form.

**THE SUBSTITUTED COURSE MUST BE ON YOUR TRANSCRIPT OR A COURSE FOR WHICH YOU ARE CURRENTLY ENROLLED.**

<i>Course for which substitution is to be made</i>	<i>Substituted course</i>	
		_____ <i>Signature of chairperson of course dept./Date</i>
		_____ <i>Signature of chairperson of course dept./Date</i>
		_____ <i>Signature of chairperson of course dept./Date</i>

\_\_\_\_\_  
*Signature of chairperson of major/Date*

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

Reason(s) for substitution:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## INSTRUCTIONS

1. Take the form to the department of your major. For example, if your major is Nursing, take the form to the Nursing department. If you are a Liberal Arts student you can skip directly to step 4 and see the chairperson of the “course for which substitution is to be made.”
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 enrolled.
3. The major chairperson must sign and date the form on the space provided at the bottom left hand corner.
4. 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. Example, if the “course for which substitution is to be made” is math, the math chairperson must sign. If your major department and the “course for which the substitution is to be made” department are the same department you can skip this step and proceed to step 5.
5. Take the form the Office of Academic Affairs to speak to the Dean of Academic Affairs. The Dean must sign and date on the line provided.
6. Completed form must be returned to the Registrar’s Office.