



Undergraduate Program of Study
Course Substitution Pre-Approval Form
FOR USE BY CURRENTLY ENROLLED UCA STUDENTS ONLY



Student should secure written approval from their major or minor advisor, the chair of their major or minor department, or Director of General Education prior to enrolling in course(s) at another institution. Approved course(s) will be recorded upon receipt of an official transcript. Only credits with A, B or C grades are transferable. Credit earned while on academic suspension from the University of Central Arkansas will not be accepted.

TRANSFER COURSE(S)

PROGRAM REQUIREMENTS
UCA EQUIVALENT SATISFIES

University/College	Dept Prefix	Course #	Transfer Course Title	Credit Hrs		Dept Prefix	Course #
					Substitution		
					Substitution		
					Substitution		
					Substitution		
					Substitution		

THE FOLLOWING APPROVALS MUST BE MADE BY THE APPROPRIATE PERSONNEL:

Department Chair: _____ **Date:** _____
Approval of a transfer course(s) for a major and/or minor is valid only so long as the student does not change to another program of study.

Director of General Education: _____ **Date:** _____
Approval of a transfer course(s) to be used for general education only.

FOR OFFICE OF THE REGISTRAR USE ONLY

Accredited Institution: 9 Yes; 9 No

Comments: _____

Copies: Advisor 9; Chair 9; Student 9; Graduation Folder 9

By: _____ Date: _____

I understand and agree by the terms of this approval form.

Students Signature Date

ID #: _____

Name: _____
First Last

Local Address: _____
Street Apt #