

Core Course Substitution Request

Use this form if you are seeking to substitute for a core course with other course at the U of U or at other higher education institutions. Submit this form to the CMP office Arch 220, or email to plan@arch.utah.edu.

Name: _____

U of U ID #: _____ Date: _____

Phone: _____ Email: _____

Degree Program _____ MCMP or _____ Ph.D.

Core course that is the subject of your substitution request:

Course that you are proposing to take in place of the above core course:

Supporting Documentation: In an attached document, please describe the reasons why you are requesting the substitution. Be sure to explain either (a) how you already have the skills/knowledge covered by the core course listed above, or (b) how the replacement course will provide you with the same skills/knowledge. Please attach supporting documents, including relevant course syllabi.

Review Process: Submit this completed form and attachments. Your request will first be routed to the instructor of the core course you have listed above for substitution for their views on your request. The Program Director will then take action to approve/deny your request and will report the decision back to you. A copy of this form will be retained in your file.

Core Course Instructor: Approve Deny Signature: _____

Program Director: Approve Deny Signature: _____