# UNIVERSITY OF CINCINNATI LINDNER COLLEGE OF BUSINESS COURSE SUBSTITUTION REQUEST FORM

**Instructions:**
1. Fill out one form **COMPLETELY** for each course you wish to substitute. The form should be submitted intact in advance of registering for the course you wish to substitute.
2. If requesting substitution for a non-LCB course, turn this form in to the Undergraduate Programs Office, Suite 105 Lindner Hall, for review.
3. If requesting substitution for business courses, submit this form to the head of the LCB department which offers the course for which you are seeking a substitute. If the Department Head approves your request, the form must then be submitted to 105 Lindner Hall for review.
4. The status of properly completed forms is usually available 7 days after submission. **It is your responsibility to check the status by picking up your copy of the form BEFORE beginning the substituted course.**

**NAME** _______________________________________________ 

Last                                First                               M. I.

**PHONE#** ___________________________       **EMAIL:** ___________________________

**MAJOR** ___________________________       **CLASS** ___________________________ 

(Fresh,Soph,Junior,Senior)

**I wish to substitute the following course:**

<table>
<thead>
<tr>
<th>Complete Course # (not call #)</th>
<th>Course Title</th>
<th>Credit Hours</th>
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| to be taken at: __________________________ | __________________________ |
| **College/University** (attach course description if non-UC) | **Semester/Year** |

| to be substituted for: __________________________ | __________________________ |
| (Example: History elective, ACCT 2081, MATH 1044) | **Credit Hours** |

**Reason for Substitution:**

______________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________

Student Signature ___________________________       Date ___________________________

**Recommendation of Department Head:**  

**Approved**_________________       **Disapproved**_________________

Department Head Signature ___________________________       Date ___________________________

**Comments**

______________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________

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**Decision of Executive Director of Undergraduate Programs:**  

**Approved**_________________       **Disapproved**_________________

Director’s Signature ___________________________       Date ___________________________

**Comments**

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______________________________________________________________________________________________________________________
LCB Residency Requirement
(7/30 Rule)

The last 30 semester hours of course work toward the BBA/BSIM/BA must be taken at the University of Cincinnati while enrolled as an admitted LCB student. However, an exception may be granted for up to 7 hours that may be taken outside of UC residence during the last 30 hours. Permission to take courses outside of UC/LCB residence must be requested via this form.

Fifty percent of all business coursework must be completed through courses offered by LCB.