

UNDERGRADUATE PROGRAMS

COURSE SUBSTITUTION REQUEST FORM

Instructions:

1. Fill out one form **COMPLETELY** for each course you wish to substitute in advance of registering for that course.
2. If requesting substitution for a non-LCB course, turn this form in to the Undergraduate Programs Office for review.
3. If requesting substitution for upper level (3000+) business courses or courses abroad, submit this form to the head of the LCB department that 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. For lower core courses (2000 and lower) please speak with your advisor for approval.
5. The status of properly completed forms is usually available 7- 10 days after submission. **Your academic advisor will email you a scanned PDF of your completed forms to your UC email address.**

NAME: _____ M#: _____ PHONE#: _____
Last First

6+2: _____ MAJOR/MINOR (s): _____ ACADEMIC ADVISOR: _____

I wish to substitute the following course:

_____	_____	_____
Course # (e.g. MKTG 3000)	Course Title	Credit Hours

to be taken at: _____	during: _____
College/University (attach course description/syllabus if non-UC)	Semester/Year

to be substituted for the following UC course: _____	_____
(Example: History elective, ACCT 3031, MATH 1044)	Credit Hours

Reason for Substitution: _____

Student Signature: _____ Date: _____

Office/Department use only

Recommendation of Department Head **Approved** _____ **Disapproved** _____

Department Head Signature _____ **Date** _____

Comments _____

Decision of Executive Director of Undergraduate Programs **Approved** _____ **Disapproved** _____

Director Signature _____ **Date** _____

- ☐ You must submit an official transcript to UC upon completion of this course.
- ☐ Course approval only. Discuss college and university residency with your academic advisor (see back of form).

Advisor Review

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LCB Residency Requirement

The last 30 semester hours of course work toward the BBA/BS/BA must be taken at the University of Cincinnati while enrolled as an admitted LCB student.

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