## 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		M#
Last	First M. I.	
PHONE#	EMAIL:	
MAJOR	CLASS	
MAGOR		oh,Junior,Senior)
I wish to substitute the follow	•	on, surior, serior)
Complete Course # (not call #)	Course Title	Credit Hours
to be taken at:		
College/University (a	ttach course description if non-U	C) Semester/Year
to be substituted for:		One Paller
	1, MATH 1044)	Credit Hours
(Example: History elective, ACCT 208)		
,		
,		
Reason for Substitution:		
Reason for Substitution:		
Reason for Substitution:		
(Example: History elective, ACCT 208  Reason for Substitution:  Student Signature		
Reason for Substitution:		Date
Reason for Substitution:	Approved Disappro	Date
Reason for Substitution:  Student Signature  Recommendation of Department Head: A  Department Head Signature	Approved Disappro	
Reason for Substitution:  Student Signature  Recommendation of Department Head: A  Department Head Signature	Approved Disappro	
Reason for Substitution:  Student Signature  Recommendation of Department Head:  Department Head Signature  Comments	Approved Disappro	Date vedDate
Reason for Substitution:  Student Signature  Recommendation of Department Head: A  Department Head Signature  Comments  Decision of Executive Director of Undergra	Approved Disappro aduate Programs: Approved	Date
Reason for Substitution:  Student Signature  Recommendation of Department Head: A  Department Head Signature  Comments  Decision of Executive Director of Undergra  Director's Signature	Approved Disappro aduate Programs: Approved	DatevedDate_

## 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.