

## Prerequisite Substitution Form

**Overview**
**Overview**

Prior to attempting to add a course, a Prerequisite Substitution should be provided.

**Step 1:** Student completes this section. Students must provide a detailed justification for their prerequisite substitution in the space provided. ----->

Student will submit this form to the course instructor for initial review.

**Step 1: Students**

**Name (Last, First):** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Level** Freshman Sophomore Junior Senior **Quarter & Year :** \_\_\_\_\_

**Telephone:**(\_\_\_\_\_) \_\_\_\_\_ **UCI Email Address:** \_\_\_\_\_@uci.edu

**Course Requested:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Step 2: Course Instructor Review**

**Step 2:** The course instructor will review the student's justification and approve or deny the student's request.

If the course instructor approves, the instructor must provide a justification for approval.

**Approved: provide justification for substitution ( check one below)**

Approved equivalent course (please provide course name and number):

\_\_\_\_\_

Student successfully passed oral or written exam.

If other other means of assessment, please provide details below:

\_\_\_\_\_

**Denied**

**Instructor Name:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Step 3: Submit form to Undergraduate Student Affairs (UGSA) Office**

**Step 3:** UGSA office will review form before submission to Undergraduate Program advisor.

Form can be emailed to [ugengr@uci.edu](mailto:ugengr@uci.edu) or dropped off to Rockwell Engineering Center room 305.

Staff Initials: \_\_\_\_\_

**Step 4: Department Program Advisor Review Form**

**Step 4:** Undergraduate Program Advisor will review form and provide a final decision. UGSA office will email student regarding the final decision.

Petition is reviewed by Undergraduate Program Advisor for which the course being requested.

**Undergraduate Program Advisor Decision:** Approved Denied

**Undergraduate Program Advisor:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_