

# SUBSTITUTION OF REQUIREMENTS

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Students seeking course substitutions or any deviations from the stated degree requirements of an academic program should first consult with their academic advisors. If the advisor recommends a substitution, the "Substitution of Undergraduate or Graduate Program Requirement" e-FORM should be submitted to their respective department for review. The department will forward their decision to the Office of the Registrar for processing. Students will receive an e-mail to their student accounts after the substitution request has been completed, unless the substitution was initiated by their advisor. In that case, students should follow up with their advisors to make sure that their substitution has been completed. If the department chair does not approve the substitution, the student may appeal that decision to the school dean. If the school dean does not approve the substitution, the student may appeal that decision to the Provost. The Provost has final authority concerning the substitution.

Students should avoid processing substitution forms close to the time of graduation; instead, substitutions should be effected as warranted in academic planning sessions with academic advisors. Deadlines to submit substitutions for graduating students are provided on the "Registration Information" ([https://www.monmouth.edu/registrar/registration\\_information/default.asp](https://www.monmouth.edu/registrar/registration_information/default.asp)) page of the Monmouth University Web site.