

Substitution Request

(Instructions & Policy – see back)



BIOLA
UNIVERSITY

Name _____

Mailbox # _____

Student ID# _____

Date _____

Major/Program _____

Course already completed _____ (semester/year)

Course to be taken, (semester/year)*

I would like to substitute/transfer:

Course Number	Course Title	Units**
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Description (attach course description)

Which was taken at _____
School Name State

In place of:
Biola Course # Course Title Sem. Units

The reason for this substitution/transfer is: _____

Course substitutions require the approval of the Chair of the department affected. Approval is not official until signed by the Registrar's Office.

Advisor's Signature _____
 equivalent transfer _____ Date

substitute

waive*** _____ Date

Dept. Chair's Signature _____ Date

Registrar's Office (final Approval/Denial) _____ Date

Approved Denied

Copies to (1) Registrar, (2) Student, (3) Advisor

A class taken at a community college or a lower-division class from a four-year school will not give upper-division credit toward graduation requirements, even if course content is approved for substitution.

*Final approval is contingent upon receiving an official transcript.

**Quarter-system units will be converted to semester equivalent (divide by 1.5).

***Waiving a class does not provide units; the requirement for the course has been removed.

Revised 11/06

Instructions

1. You must fill out the form completely.
2. Advisor's Signature - your major advisor
3. Dept. Chair's Signature - The department chair of the course (i.e., English Dept. Chair for an English class)
4. All forms (with all copies attached) must be submitted to the Registrar's Office. The Substitution Request is not official until the form has been signed by the Registrar's Office.

Substitution Policy

1. Credit will be accepted only from institutions accredited by a regional or national accrediting agency with similar accredited academic programs, i.e., WASC and ABHE.
2. Transfer courses which are taken, but not approved by the Registrar's Office, run the risk of not being accepted for credit by an academic department.
3. Any course being substituted must be from the same discipline.
4. Biola University measures all courses in semester units of credit. Quarter units are converted to semester units by reducing the quarter units by one-third. Such a reduction does not mean loss of credit.
5. You must receive a grade of "C" or better on the transcript to receive transfer credit.
6. Grades do not transfer - only units of credit. A student's grade-point average is computed for graduation purposes only on work completed at Biola University. You may fulfill the requirement, but your Biola GPA will not be affected.
7. Twenty-four units of upper division coursework must be completed within your major, 15 of which must be completed at Biola University.