To INITIATE a Course Substiution GT – eform: Go to DSU e-forms tile on Campus Connection

The GT-eform is for course substitutions and waivers only. For waiver of a graduation requirement, see fillable form here.

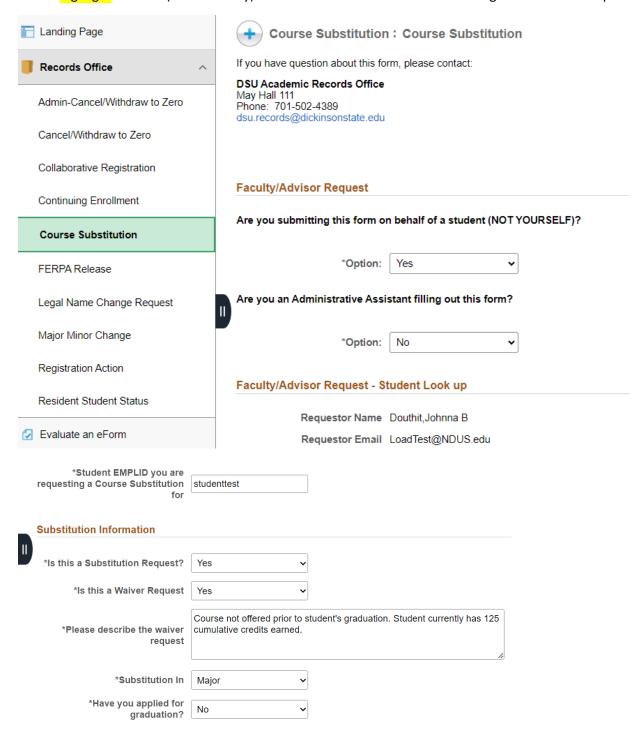Select Course Substitution on left navigation bar under the Records Office folder:

Complete the form with the fields shown below. Select either advisor or department chair who will be next approver in the workflow and attach a current student Academic Advisement report and unofficial transcript (REQUIRED to submit form).

Please <mark>highlight</mark> or circle (electronically) course or courses on AAR that are being fulfilled in the request.

Landing Page	Course Substitution : Course Substitution

Records Office ⌃

Admin-Cancel/Withdraw to Zero

Cancel/Withdraw to Zero

Collaborative Registration

Continuing Enrollment

Course Substitution

FERPA Release

Legal Name Change Request

Major Minor Change

Registration Action

Resident Student Status

Evaluate an eForm

If you have question about this form, please contact:

DSU Academic Records Office
May Hall 111
Phone: 701-502-4389
dsu.records@dickinsonstate.edu

Faculty/Advisor Request

Are you submitting this form on behalf of a student (NOT YOURSELF)?

*Option: Yes

Are you an Administrative Assistant filling out this form?

*Option: No

Faculty/Advisor Request - Student Look up

Requestor Name Douthit,Johnna B

Requestor Email LoadTest@NDUS.edu

*Student EMPLID you are requesting a Course Substitution for: studenttest

Substitution Information

*Is this a Substitution Request? Yes

*Is this a Waiver Request Yes

*Please describe the waiver request: Course not offered prior to student's graduation. Student currently has 125 cumulative credits earned.

*Substitution In Major

*Have you applied for graduation? No

If waiving a course, please enter Yes in the dropdown box. Another box will pop up to indicate what is being waived and the rationale.

Under Course Substitution Information enter N/A or WAIVE in the Institution, Course Prefix, Course Number, Course Title, Credit Hour, and Semester Taken fields. All fields must have content. If it is not a waiver, enter No in the dropdown box.
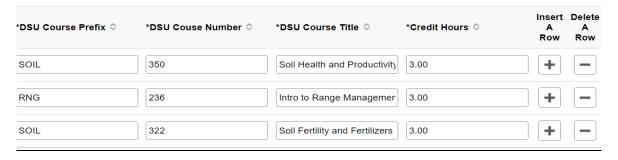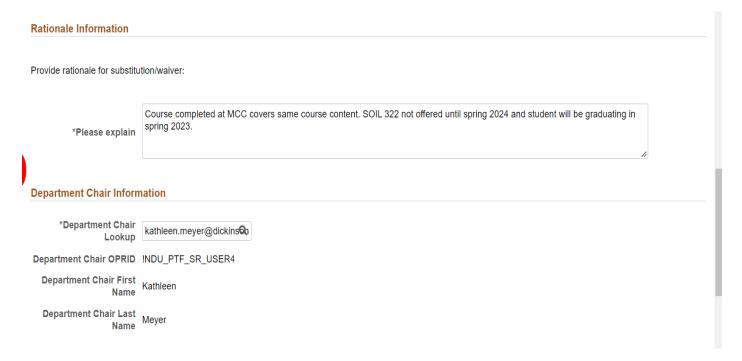
*Institution	*Course Prefix	*Course Number	*Course Title	*Credit Hours	*Semester Taken	*DSU Course Prefix	*DSU Couse Number
1 NA	NA	NA	NA	NA	NA	NA	NA

For a substitution please complete all fields indicating what courses are substituting (DSU or other tranfer course).

2 Miles Community College	AG	255	Range Habitat	3.00	Spring 2020
3 DSU	SOIL	321	Soil Management and Cons	3.00	Spring 2023

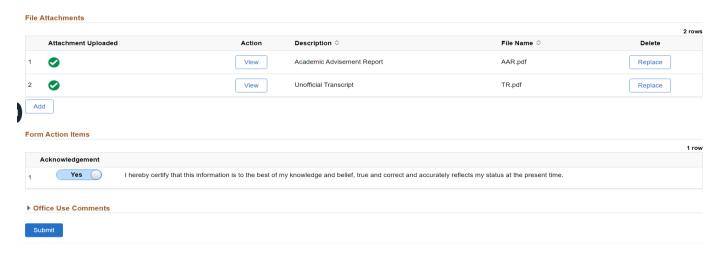The fields below will include DSU course information for course substituted or waived and are located at the right of the above screen shot.

*DSU Course Prefix	*DSU Couse Number	*DSU Course Title	*Credit Hours	Insert A Row	Delete A Row
SOIL	350	Soil Health and Productivity	3.00	➕	➖
RNG	236	Intro to Range Managemen	3.00	➕	➖
SOIL	322	Soil Fertility and Fertilizers	3.00	➕	➖

For Advisor/Department Chair, indicate the name of the chair for the major. If the substitution is a general education course, the spot for the general education chair to approve will come later.

Rationale Information

Provide rationale for substitution/waiver:

*Please explain

Course completed at MCC covers same course content. SOIL 322 not offered until spring 2024 and student will be graduating in spring 2023.

Department Chair Information

*Department Chair Lookup   kathleen.meyer@dickinso🔍

Department Chair OPRID !NDU_PTF_SR_USER4

Department Chair First Name Kathleen

Department Chair Last Name Meyer

The Academic Advisement report and unofficial transcript must be attached here.

File Attachments

2 rows

	Attachment Uploaded	Action	Description ◇	File Name ◇	Delete
1	✓	View	Academic Advisement Report	AAR.pdf	Replace
2	✓	View	Unofficial Transcript	TR.pdf	Replace

Add

Form Action Items

1 row

	Acknowledgement	
1	Yes	I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.

▶ Office Use Comments

Submit

After entire form is complete, move Acknowledgement button to "Yes" and click on blue Submit button.

You will receive a confirmation email from:

donotreply@ndus.edu with a subject line containing form ID number for tracking purposes:

SUBMITTED: RO-Course Substitution - Form ID: 214991