Substitution Request

NEW YORK INSTITUTE
OF TECHNOLOGY

Instructions

1. Request must be submitted at start of the semester. Clearly write the substitutions in the designated area below.
2. The number of course substitutions is limited to three to avoid changing the focus of the program. More than three substitutions require approval of the dean responsible for the program.
3. Collect all required approvals prior to submission. Major department's chairperson must sign the form.
   - Major courses and program electives can be approved by the dean or designee responsible for the academic program.
   - Course substitutions within the core requirements may be approved by the dean or designee for the discipline responsible for the core requirement.

   The above statements are from the graduation evaluation guidelines.
4. Minor advisor must contact major advisor to discuss major substitutions. A minimum of six credits must be taken in residence at New York Tech and must be in excess of the requirements of the major.
5. Substitutions are official only after recorded by the Office of the Registrar.

Student Information

Student ID	Last name	First name
Major or minor		
Expected graduation term		

Substitutions

Alternate course	Required course
1.	in lieu of
2.	in lieu of
3.	in lieu of
4.	in lieu of

Approvals

Required
Major/minor chairperson's printed name

Signature	Date

If applicable
Major dean's printed name

Signature	Date

If applicable
Core chairperson's printed name

Signature	Date

Use the Sign tool in the Adobe toolbar to sign the form.

nyit.edu

09/2021

This form must be sent from an NYIT email address. Forms originating from non-NYIT email address will be returned.