

REQUEST FOR COURSE SUBSTITUTION/ CURRICULUM ADJUSTMENT FORM

Students can use this form to substitute a course listed in their program study plan with an alternative course that meets the same requirement. The approved request should be submitted to the registrar office before the semester starts.

COURSE SUBSTITUTION GUIDELINES

- Course substitution to adjust a student's original plan is reasonable ONLY if:
 - The original course that the student is required to study is phased out or the student's academic plan has changed.
 - The last required course before graduation is not offered in that term, which may delay the student's degree completion for a minimum of one semester.
- Requests for substitute courses after the course registration (add & drop) deadlines are not allowed.
- A course may be used as a substitute only once towards graduation requirements.
- A course substitution request should be submitted prior to enrolling in the substitute course.
- An explanation for the substitute request is required. Failure to explain the reason may delay processing of your application.
- The form must be submitted to the Registrar's Office before registration in order to apply the changes.

STUDENT INFORMATION

Student Full Name	Student ID
College	Program
Concentration	

ORIGINAL COURSE INFORMATION

Course Name					
Course Code	Credit Hours	Course Type	<input type="checkbox"/> Foundation	<input type="checkbox"/> Core	<input type="checkbox"/> Elective
Course taken in	Year	Semester	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer

SUBSTITUTE COURSE INFORMATION

Course Name					
Course Code	Credit Hours	Course Type	<input type="checkbox"/> Foundation	<input type="checkbox"/> Core	<input type="checkbox"/> Elective
Course will be taken in	Year	Semester	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer

REASON FOR SUBSTITUTE COURSE

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Student Signature _____ Date (DD/MM/YYYY) _____

APPROVAL

Department	Name	Approved/Denied	Signature	Date
Program Coordinator				
Dean				
*Provost / Designee				

*Provost approval is required if the student intend to replace a core course by an elective

Upon completion of this form, please return to the HBKU Registrar's Office – Minaretein, Education City.
For more information, please send an email to records@hbku.edu.qa, or call +974 4454 0378.

FOR REGISTRAR'S OFFICE ONLY

Form Received		
<input type="checkbox"/> Run Degree Audit		
Updated by	Signature	Date (DD/MM/YYYY)