



University of Dallas
Office of the Registrar

Course Substitution Form Instructions

Please note that this form is only for substituting courses within the University of Dallas. Any courses taken at outside institutions must be approved by the corresponding department before the course begins. A transfer credit permission form can be found here

1. Fill in name and UD ID#
2. Fill in course requirement and course substitution information.
3. Circle corresponding degree requirement for course.
4. Fill in reasons for course substitution.
5. Get signature of corresponding course department chairman. If substituting elective credit, the Academic Dean's signature is required.
6. Submit completed form to the Registrar's Office. If you cannot bring the form to the office, you can mail, fax, or email. Please make sure entire form is complete before submitting.

Office of the Registrar
Cardinal Farrell Hall, Ste. 180
1845 E. Northgate Dr.
Irving, TX 75062
P: 972-721-5221
F: 972-721-5132
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registrardept@udallas.edu



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Course Substitution Form

Fill out this form, obtain requested signature and return to Registrar's Office.

UD Students wishing to substitute a course requirement must obtain approval from the department chair of the course being substituted.

Student Name _____

Student ID _____

I request that:

_____ be substituted with _____

Course Requirement

Course Substitute

Course Requirement is (*please circle all that apply*): Core Major Concentration Elective

REASON _____

I approve the substitution **as stated above:**

Approved _____

Date _____

Dept. Chairman for the course being substituted or Academic Dean for elective credits