

**FORDHAM UNIVERSITY**  
**Graduate School of Education**

Approval of a Course Substitution

If sufficient reasons exist to request the substitution of **one** course for a required course in your program of study, complete this form and present it to your Chairperson. Be sure that a sound rationale is presented to justify consideration of your request. Such a rationale might explain how, through the proposed course, the area of the requirement will be more appropriately studied, the content of the proposed course is more appropriate for your professional work, or how the proposed course enhances or advances your learning in a way complimentary to the requirement. **Please note that substitutions are approved only in cases where they improve, enhance or otherwise make more appropriate the means by which students fulfill the requirements of the program. They do not exempt students from fulfilling the program requirements.**

It is recommended that \_\_\_\_\_  
(Course number and title)

substitute for: \_\_\_\_\_  
(Required course number and title)

in the \_\_\_\_\_ in \_\_\_\_\_ for the student listed below.  
(Degree) (Program name)

\_\_\_\_\_  
(Student's name) (FIN)

\_\_\_\_\_  
(Address-street and number) (City, state, zip)

The substitution is requested for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_\_\_  
Program Coordinator Date

Approved \_\_\_\_\_  
Division Chairperson Date