

DEPARTMENT OF MATHEMATICS AND COMPUTER & INFORMATION SCIENCE

MAJOR COURSE SUBSTITUTION FORM

Instructions: Forms submitted to the curriculum committee by **October 15** during the fall semester and **March 15** in the spring semester will receive a response by the beginning of registration. All students must completely fill out this form as well as the COURSE SUBSTITUTION PETITION FORM from the registrar's office, and must include the following supporting documents. Incomplete forms will be returned to the student.

1. A copy of the student's **transcript from the host institution**. Please circle the course on this transcript.
2. A copy of the student's **Old Westbury transcript**. Please circle the corresponding course here also.
3. A copy of the **course description from the host institution's catalogue**.

Student Information

ID Number	Last Name	First Name
e-mail address	Phone Number	Major

Course Information

Required Major Course	School where substitution course was or will be taken
Course Number of Substitution Course	Title of Substitution Course
Date Taken	Grade Earned

Approvals:

Curriculum Committee

Date

Department Chair

Date