



YOUR CALLING. OUR PASSION.

Records and Registration Office
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DEGREE AUDIT ADJUSTMENT/COURSE SUBSTITUTION FORM

DIRECTIONS/INFORMATION

This form is to be used:

- 1) When a major program course requirement is approved to be substituted with another course OR
2) When a commonly taken Core Curriculum course requirement is substituted with another course that has been approved by the Core Curriculum Committee to serve as a substitute.

Form must be completed, signed, and submitted to the Degree Audit Coordinator (DegreeAudit@evangel.edu) to update the student's degree audit with met requirement.

SUBMIT FORM ONLY AFTER STUDENT HAS REGISTERED FOR ALL SUBSTITUTE COURSES ON THIS FORM.

- This form does not register for or drop a student from a course. Students must register on the student portal or use the Course Schedule Change Form to add or drop a course.
Undergraduates: Students who take a course at another institution must use the Transfer Credit Approval Form instead of this form.

STUDENT INFORMATION

Student Name: Student ID:

Major/Degree:

COURSE INFORMATION

Table with 5 columns: Major Course Required OR Core Curriculum Requirement, Substituted Course, Term Taken, Reason for Request, Approve or Deny with Advisor's Signature and Date.

SIGNATURES

1) Student Signature: Date:

2 Chair/Dean Signature: Date:

Office Use Only

Date Received: Entered: