

DEGREE AUDIT ADJUSTMENT/COURSE SUBSTITUTION FORM

DIRECTIONS/INFORMATION

This form is to be used when a degree program course requirement is approved to be substituted with another course. **This 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.
- **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

Major Course Required OR Core Curriculum Requirement EX: BNT 623 Exposition in the Gospels & Acts	Substituted Course EX: BNT 624	Term Taken EX: FA-22	Reason for Request	Approve or Deny with Advisor's Signature and Date. EX: Approve, Dr. Jane Smith, 8-11-22

SIGNATURES

1) Student Signature: _____ **Date:** _____
2) Program Director Signature: _____ **Date:** _____

Office Use Only

Date Received: _____ Entered: _____