Instructions for Completing Course Substitution Request Form



Step 1: Provide your:

- Full name
- Student "A" number
- Pima email address that ends with "@mail.pima.edu"

Step 2: Enter your degree and catalog year

Look in your MyDegreePlan and enter the name of your degree (highlighted in yellow)



Enter your catalog year as shown in My Degree Plan (highlighted in yellow)

Certificate INCOMPLETE		
Catalog year: 2020-2021		
O Program Requirements	Still needed:	See Program Requirements section
Blocks included in this block		
Program Requirements		

Step 3: Enter the name of the course you want to substitute (no more than two per form)

Indicate what course you want to replace and the course you want to replace it with. Please note: Not all courses may be replaced. Speak with your assigned Program Advisor regarding possible replacement courses.

Example:

If Course Substitution request, complete the following information:

Substitute Course [enter title of course you want to replace] with Course [enter course title to replace it with here]

Step 4: Indicate the reason you are requesting the substitution

Please describe how the course you want to substitute in will meet the same outcomes as the required course.

Step 5: Sign and date the form

Step 6: Send the form to the appropriate College Dean's office

Click here for directory of College Deans

Step 7: Regularly check your Pima email account

Once the dean reviews the request, you will receive a response to your Pima student email account.

If you have questions, contact your assigned Program Advisor.