# Request for Course Substitution for General Education Requirement

**Undergraduate Students**

*Instructions:* Use this form to request permission to use a transfer course or courses to fulfill a General Education requirement when there is no equivalent course at NKU. This form is not to be used for departmental major requirements. Complete all information below. Submit to the Office of the Vice Provost for Undergraduate Academic Affairs.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Major:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address:</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>Transfer Institution:</td>
<td>Course(s) you wish to use (Abbrev., Number and Title):</td>
</tr>
</tbody>
</table>

Explain why an alternative to the specified course is necessary. Attach a copy of the syllabus for the alternative course.

**NKU General Education requirement for which a substitution is requested (check only one):**

- [ ] Communication
- [ ] Scientific & Quantitative Inquiry
- [ ] Self & Society
- [ ] Culture & Creativity
- [ ] Global Viewpoints
- [ ] Written
- [ ] Mathematics & Statistics
- [ ] Cultural Pluralism
- [ ] Individual & Society
- [ ] Oral
- [ ] Natural Science

**Student’s Academic Advisor:**

<table>
<thead>
<tr>
<th>Recommendation:</th>
<th>Approval</th>
<th>Denial</th>
</tr>
</thead>
</table>

Signature: ____________________________  Print Last Name: ____________________________  Date: __________

**Vice Provost:**

<table>
<thead>
<tr>
<th>Approval</th>
<th>Denial</th>
</tr>
</thead>
</table>

If approved, GE Transfer code to be used: __________

Signature: ____________________________  Date: __________

**Office Use Only**

Processed by: ____________________________  Date: ____________________________