

# Substitution Request

Please fill out form completely. Incomplete forms may be returned or denied.



Name \_\_\_\_\_  
Biola Email \_\_\_\_\_  
Student ID# \_\_\_\_\_  
Date \_\_\_\_\_  
Major/Grad Program \_\_\_\_\_  
Student's Catalog Year \_\_\_\_\_

Course already completed. When? \_\_\_\_\_ (semester/year)

Course to be taken. When? \_\_\_\_\_ (semester/year)\*

I would like to substitute/transfer:

\_\_\_\_\_ *Course Prefix & #*      \_\_\_\_\_ *Course Title*      \_\_\_\_\_ *Sem/Quarter Credits\*\**

**Please attach a course description if necessary. No staples please.**

Which was taken at \_\_\_\_\_

In place of: \_\_\_\_\_ *School Name*      \_\_\_\_\_ *State*

\_\_\_\_\_ *Biola Course #*      \_\_\_\_\_ *Course Title*      \_\_\_\_\_ *Semester Credits*

The reason for this substitution/transfer is:

\_\_\_\_\_

Course substitutions require the approval of the Chair of the department affected. Approval is **not official** until signed by the Registrar's Office.

\_\_\_\_\_ *Advisor's Signature*       equivalent transfer      \_\_\_\_\_ *Date*

\_\_\_\_\_ *Dept. Chair's Signature*       substitute      \_\_\_\_\_ *Date*

\_\_\_\_\_ *Dept. Chair's Signature*       waive\*\*\*      \_\_\_\_\_ *Date*

\_\_\_\_\_ *Registrar's Office (final Approval/Denial)*      \_\_\_\_\_ *Date*

Approved     Denied \_\_\_\_\_

A class taken at a community college or a lower-division class from a four-year school will not give upper-division credit toward graduation requirements, even if course content is approved for substitution.

\*Final approval is contingent upon receiving an official transcript from an accredited school.

\*\*Quarter-system credits will be converted to semester equivalent (divide by 1.5).

\*\*\*Waiving a class does not provide credits; the requirement for the course has been removed.

Revised 12/2017

(Paper clips only, no staples please!)

## Instructions

1. You must fill out the form completely.
2. Advisor's Signature - your major advisor
3. Dept. Chair's Signature - The department chair of the course (i.e., English Dept. Chair for an English class)
4. **The Substitution Request is not official (either approved or denied) until the form has been signed by the Registrar's Office which is the final authority.**

## Substitution Policy

1. Credit will be accepted only from institutions accredited by a regional or national accrediting agency with similar accredited academic programs, e.g., WASC and ABHE.
2. Transfer courses which are taken, but not approved by the Registrar's Office, run the risk of not being accepted for credit by an academic department.
3. Any course being substituted must be from the same discipline.
4. Biola University measures all courses in semester credits. Quarter credits are converted to semester Credits by reducing the quarter credits by one-third. Such a reduction does not mean loss of credit.
5. You must receive a grade of "C" or better on the transcript to receive transfer credit.
6. Courses may not transfer for several reasons: repeat of work already taken, low grades ("C-" or lower), technical or vocational courses, remedial courses, etc.
7. Grades do not transfer - only credit amounts. A student's grade-point average is computed for graduation purposes only on work completed at Biola University. You may fulfill the requirement, but your Biola GPA will not be affected.
8. Twenty-four credits of upper division coursework must be completed within your major, 15 of which must be completed at Biola University.