

**COURSE SUBSTITUTION REQUEST**

Name \_\_\_\_\_

Panther ID # \_\_\_\_\_

Street Address \_\_\_\_\_

Phone # \_\_\_\_\_

City/St/Zip code \_\_\_\_\_

Date of Request \_\_\_\_\_

FIU Email Address \_\_\_\_\_

- Major:** (Check One)
- PRAAC – Public Relations, Advertising and Applied Communications
  - Digital Communication and Media
  - Spanish Language Journalism
  - GSC – Global Strategic Communications
  - Journalism
  - Broadcast Media
  - Communication Arts

**Required Course** \_\_\_\_\_ **Requested Substitution** \_\_\_\_\_

**Title:** \_\_\_\_\_  
(Course Prefix) \_\_\_\_\_ (Course Number) \_\_\_\_\_

- Attach a copy of the course syllabus
- Attach the unofficial transcript to verify grade if course was taken outside of FIU
- Attach your current PDA
- Attach any other pertinent information to support your request

*A minimum grade of "B" is required for any course to be substituted for an SJMC requirement.*

**Title:** \_\_\_\_\_  
(Course Prefix) \_\_\_\_\_ (Course Number) \_\_\_\_\_

**From:** (Institution) \_\_\_\_\_

**Term:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Credits:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Reason for Requesting Substitution:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OFFICE USE ONLY

Reviewed by _____ Date: _____	Will the course be taken at another institute? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the course be counted towards the last 30 credits? <input type="checkbox"/> Yes <input type="checkbox"/> No

Department Chair: _____	Date: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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Associate Dean: _____	Date: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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Dean: _____ <small>(Needed only when course is taken at another university and counts towards last the 30 credits.)</small>	Date: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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PDA CORRECTION: Date Completed _____	Initials _____
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