

# Registrar Services

## Application for Exceptional Course Replacement

If you have discussed with your Academic Advisor and the Study Program Chair of your major that you may exceptionally replace one of the mandatory courses in your major with another course, please complete this form. The application must be handed in during the semester in which the substituting course is offered.

The following reasons qualify for an Exceptional Course Replacement:

- One of your mandatory courses is not offered any more before your expected date of graduation.
- You have changed your major and would like to replace some of the mandatory courses of your new major with similar courses from your old major.

Please note that the Dean will make the final decision on the course replacement.

Personal Information	
Matriculation N°	
Family Name, First name	
Major, Current Semester	
Academic Advisor	

Course to be replaced (i.e., course you are NOT taking)	
Course N°, Course Name	
Instructor of Record	
Course replacing the above mentioned course (i.e., course you ARE taking)	
Course N°, Course Name	
Instructor of Record	
Reason for Replacement	

Student's Signature	
"I hereby request that the course listed under <i>Course to be replaced</i> is substituted by the course listed under <i>Course replacing the above mentioned course</i> ".	
Date	Signature

Study Program Chair's Signature	
"I hereby confirm that the course listed under <i>Course replacing the above mentioned course</i> corresponds to the course listed under <i>Course to be replaced</i> ".	
Date	Signature

For internal use (Registrar Services)	
Once the form is submitted, RS will request final approval from the Dean.	
Date	Dean's Signature