

## Instructions for Using the Course Substitution Form

### Students/Advisors

- This form will not change how a transfer course is articulated from a different institution. If the student or advisor disagrees with how the evaluation was processed, they may contact Admissions at [msu.transfercenter@murraystate.edu](mailto:msu.transfercenter@murraystate.edu). It also does not change how courses will appear on the student's transcript.
- This form cannot be used to replace registration co/prerequisites. Prerequisite overrides must be entered in Banner by the course instructor. For co/prerequisite issues, please contact Registration at [msu.registration@murraystate.edu](mailto:msu.registration@murraystate.edu).
- This form may not be used to substitute, waive or add any course to meet University Studies requirements unless the requirement is specific to the area/major or minor program of study. Students will still be required to meet over-all University Studies requirements unless the University Studies Course Substitution form is completed and submitted to the Office of the Registrar.
- It is strongly recommended to print out and have at hand the degree audit (RACR) from myGate before beginning this form.
- Failure to fully complete the Course Exception form may result in processing delays. Once the exception is approved, it will appear on the student's RACR. If Course Exception forms are inaccurately completed, missing information or illegible, they will be returned to the department for reevaluation.
- Questions about the status of exception requests should be directed to the appropriate academic department.

Step 1: Complete all student information areas at the top of the form.

Step 2: If processing a course-for-course substitution, complete section A; noting the course prefix, number title and semester hours. In section B, list the course prefix, number, title, semester hours and semester taken for the course that is being substituted for the Murray State requirement. If the course that is substituting for a Murray State requirement is a transfer course, please note the course prefix and number at the institution where the course was taken.

For courses that are being added to elective options, complete section B with the information of the course that you are approving as an elective and check the box on the corresponding line in section C. This only approves the addition of that elective course for the student listed on the exception form. To add an elective option for all students within a program, contact the Provost Office to submit a request be put through Academic Council.

To waive a required course, complete section A and select the check-box in section D. Note: courses waived from requirements may impact GPA and hour requirements.

Step 3: Add any pertinent information to the "Notes" section of the exception form.

Step 4: Select the check box next to the set of requirements where the exception should be applied in section E and obtain the proper signatures from that department.

Step 5: Return the completed form to the Office of the Registrar, 113 Sparks Hall, for processing.

Multiple exceptions may be made on the same form for a single student. Exceptions that apply to multiple students will need to be submitted on separate exception forms (one for each student for which the exception will apply).

Multiple courses that are substituting for a single Murray State requirement may be listed on separate lines under section B.

### Department Chairs

- Department chairs will review the student's degree program plan and their current degree audit (RACR) before signing or submitting this form.
- Department chairs are reminded that non-transferrable courses cannot be used.
- The requested substitution must be generally equivalent in content and must fit the degree requirement area being requested.
- Department chairs will provide a reasonable justification for the substitution. Additional information may be attached as necessary.

Contact the RACR Office ([msu.racr@murraystate.edu](mailto:msu.racr@murraystate.edu)) with questions.

## Undergraduate Course Exception Form

The Course Exception form must be completed in its entirety by the appropriate advisor, and approved by the appropriate department chair, and college dean BEFORE being submitted to the Office of the Registrar.

Student Name: \_\_\_\_\_ M# \_\_\_\_\_  
 (Last) (First) (Middle)

Degree: \_\_\_\_\_ Concentration/Field: \_\_\_\_\_

Area/Major: \_\_\_\_\_ Catalog under which you plan to graduate: \_\_\_\_\_

Minor (if substitution applies to minor): \_\_\_\_\_ Expected Graduation Term: \_\_\_\_\_

A. Murray State Requirement				B. Murray State/Transfer <b>Substitution Requested</b>						C. Course Satisfies Advisor-Approved Elective	D. Waive Requirement (Waived Courses May Affect Hour/GPA Requirements)
This section is not required for addition of elective(s). Complete this section when waiving a course requirement.				If transfer, list other school's information which can be seen on student's RACR on "Class History". Complete this section when adding course(s) as approved elective(s).							
Course Prefix	Course Number	Course Title	Sem. Hours	Course Prefix	Course Number	Course Title (MSU Equivalency if transfer)	Institution Where Course Was Taken (if transfer)	Semester Hours	Semester Taken		
<i>Ex:GCM</i>	<i>153</i>	<i>Electronic Imaging</i>	<i>3</i>	<i>JOUR</i>	<i>020</i>	<i>ELE: Digital Photography</i>	<i>Indiana State</i>	<i>3</i>	<i>Fall 2018</i>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

E. Approval requested for:      **Recommended by Advisor (signature)**      **Approved by Chair (signature)**      **Approved by Dean (signature)**

Area/Major or Specifically Req. Univ. Studies      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Minor      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Office Use Only:  
 Entered by (Registrar's Office): \_\_\_\_\_ Submitted Via: \_\_\_\_\_ Date: \_\_\_\_\_