



INDIANA UNIVERSITY
 SCHOOL OF EDUCATION
 Office of Teacher Education
 Bloomington

School of Education Course Substitution Request

You are expected to satisfy all school and university degree requirements that were in effect when you first enrolled at IUB. If you reenroll after having been away for a 12-month period, you will follow the program requirements in place upon your return to IUB.

The courses listed on your education program sheet were selected to best prepare you to successfully teach the curriculum in your major. Any substitutions could negatively influence your ability to pass the CORE test for your teaching license, and/or cause you to not have strong enough content knowledge to teach the curriculum of your license area.

While the School of Education faculty are concerned about such issues as personal problems, financial hardship or taking courses that are of a personal interest to you, their central focus is maintaining the highest academic standards in the education degree programs and for ensuring that faculty policies concerning academic standards are carried out. Course substitutions will be made only when they are consistent with the educational goals of the School of Education, Indiana University and the Academic Standards of the state of Indiana. Failure to enroll in a required course is not sufficient reason for granting permission for a course substitution.

Guidelines for Considering Course Substitution Requests

While each course substitution request will be judged individually on its merits, successful requests should meet the following criteria.

- The course to be substituted should meet the content, and learning outcomes of the required course.
- The course should incorporate concepts found in the Indiana Academic Standard for the subject area.

Student Action

1. You should discuss course substitution options with an education academic advisor.
2. You will complete the Course Substitution Request Form with your academic advisor. It is important to be complete; incomplete forms cannot be effectively evaluated and will be returned to you. Attach a copy of the course syllabus. The syllabus is required to determine the content and learning outcomes of the proposed substitute course.
3. The Course Substitution Request Form must be signed by you, the student.
4. Consistent with the Family Educational Rights and Privacy Act (FERPA) requirements, a scanned copy of the completed request can be sent from an IU email address to edmajor@indiana.edu or turned in at the front desk of the Office of Teacher Education (Ed 1000). (Requests from non-IU email addresses cannot be accepted.)
5. When a decision is made, you will be notified via your IU email account, a copy of the decision will be placed in your permanent file and if the substitution is granted your academic advising report will be updated.

Course Substitution Appeal Procedure

1. If you disagree with the faculty's decision, you might want to discuss the denial with your academic advisor.
2. If you wish to appeal the faculty decision, you will need to complete a new Course Substitution Request Form and attach a rationale for why the appeal warrants reconsideration. Course substitution appeals must be signed by you. Appeals should be addressed to the Associate Dean for Teacher Education and delivered to ED 1000. Please note that appeals at this level will only be considered if presented with new and compelling information that warrants reconsideration of the original decision.
3. You will have two weeks (14 days) from the date you are notified of the denial to appeal the decision to the next level.

NOTE: Course substitution requests will be reviewed once a month during the school year and during the summer. Deadlines for submitting requests will be posted in the Office of Teacher Education (ED 1000).

School of Education Course Substitution Request Form

Student's Name _____ ID# _____

Student's Academic Program _____ Email _____

Is the student in the final semester of coursework before student teaching? Yes No

Has the student applied to graduate? Yes No

If yes, what is the expected graduation date? _____

Have you submitted a course substitution request in the past? Yes No

Required Course

	Dept. Code	Catalog #	Title	Credits
Example:	(EDUC-P)	(248)	(Elementary School Child Development)	(3)
	_____	_____	_____	_____

Substituting Course

	Dept. Code	Catalog #	Title	Credits Taken	Term Taken
Example:	(EDUC-P)	(314)	(Life Span Development)	(3)	Fall 2016
	_____	_____	_____	_____	_____

General Education Course Substitution (describe and provide reason/s)

Reason for Request

Other Reason

Transfer of a like course from another institution.

Required course is not available.

Similar course content.

Schedule time conflict.

Advisor's Signature

Date

Student's Signature

Date

Attach a syllabus for the course you want to substitute for a required course.

Email your completed request to edmajor@indiana.edu or submit a copy to the front desk in the Office of Teacher Education (ED 1000).