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 lack 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 personal interest to you, their central focus is maintaining the highest academic standards in the education degree programs and 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 e-mail address to tepadmit@indiana.edu or turned in at the front desk of the Office of Teacher Education (ED 1000). (Requests from non-IU e-mail addresses cannot be accepted.)
5. When a decision is made, you will be notified via your IU e-mail account, a copy of the decision will be placed in your permanent file and, if the substitution is granted, your academic advising report (AAR) will be updated.

If you disagree with the decision given by the ASC, you may prepare a written appeal addressed to the Associate Dean of Teacher Education. Your appeal should include new and compelling evidence or rationale that warrants reconsideration of the ASC decision. The new appeal must follow the same format outlined above for the ASC appeal. A copy of the appeal can be sent from your IU e-mail address to tepadmit@indiana.edu with “ASC Appeal to Associate Dean” on the subject line or turned in at the front desk of the Office of Teacher Education (ED 1000).

You will have two weeks (14 days) from the date of your ASC notification 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

Student’s Name _______________________________ ID# _______________________________

Student’s Academic Program _____________________ IU E-mail Address ___________________

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

<table>
<thead>
<tr>
<th>Dept. Code</th>
<th>Catalog #</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC-P</td>
<td>248</td>
<td>Elementary School Child Development</td>
<td>3</td>
</tr>
</tbody>
</table>

Fill in: ___________ ___________ ______________________________________ _____

Substituting Course

<table>
<thead>
<tr>
<th>Dept. Code</th>
<th>Catalog #</th>
<th>Title</th>
<th>Credits Taken</th>
<th>Term Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC-P</td>
<td>314</td>
<td>Life Span Development</td>
<td>3</td>
<td>Fall 2016</td>
</tr>
</tbody>
</table>

Fill in: ___________ ___________ ________________________________ _____ ___________

General Education Course Substitution (describe and provide rationale):

_______________________________________________________

Reason for Request:  
☐ Transfer of a like course from another institution.  
☐ Required course is not available.  
☐ Similar course content.  
☐ Schedule time conflict.

Other Reason (please elaborate):

_______________________________________________________

Advisor’s Signature _______________________________ Date ________________

Student’s Signature _______________________________ Date ________________

Attach a syllabus for the course you want to substitute for a required course.
E-mail your completed request to tepadmit@indiana.edu or submit a copy to the front desk in the Office of Teacher Education (ED 1000).