



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 re-enroll 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 licensure 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 edmajor@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 faculty, you may prepare a written appeal addressed to the Assistant Dean of Teacher Education. Your appeal should include new and compelling evidence or rationale that warrants reconsideration of the faculty decision. The new appeal must follow the same format outlined above for the course substitution request. A copy of the appeal can be sent from your IU e-mail address to edmajor@indiana.edu with "Course Substitution Appeal to Assistant 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 initial 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 or Requirement Area

	Dept. Code	Catalog #	Title	Credits
<i>Example 1:</i>	<i>EDUC-P</i>	<i>248</i>	<i>Elementary School Child Development</i>	<i>3</i>

Fill in: _____

Example 2: Requirement Area. For example, Elementary: American/World Literature or English: World & Diverse Literature

Fill in: _____

Substituting Course

	Dept. Code	Catalog #	Title	Credits Taken	Term Taken
<i>Example:</i>	<i>EDUC-P</i>	<i>314</i>	<i>Life Span Development</i>	<i>3</i>	<i>Fall 2016</i>

Fill in: _____

Reason for Request (check one)

- Transfer of a like course from another institution
 Required course is not available
 Similar course content
 Schedule time conflict
 Other reason _____ (Provide rationale)

Rationale for Course Substitution. You may provide a brief description here or attach a letter addressed to the ASC.

Attach a syllabus for the course you are appealing to use as a substitute. [Check here to confirm attachment](#)

Student's Signature

Date

Advisor's Signature

Date

Signatures indicate that the request has been reviewed and determined to be both accurate and complete.

Print, sign, scan, and e-mail your completed request to edmajor@indiana.edu or submit a copy to the front desk in the Office of Teacher Education (ED 1000).