

**Authorization to Substitute Courses Required for Graduation**

- Instructions for Students:**
1. Complete Part A and course substitution details in Part B
  2. Obtain Dean/Advisor approval signatures in Part B
  3. Sign where indicated in Part C
  4. Submit your appeal: by mail to **Office of the University Registrar, Cleveland State University, 2121 Euclid Ave KB 1414, Cleveland, OH 44115**; or in person at **Campus411, room MC 116**

**Part A: STUDENT INFORMATION**

Name:	CSU ID# :
Major/Minor:	Expected Date of Graduation Term: _____ Year: _____

**Part B: SUBSTITUTION DETAILS**

Courses Originally Listed On Graduation Application			Substitute Courses			Approved By: (see notes)
Course (e.g. ENG 101)	Title	Credit Hours	Course (e.g. ENG 101)	Title	Credit Hours	

**Part C: NOTES AND STUDENT SIGNATURE**

**Notes:**

- Changes to college requirements require approval of the college advising center or Dean's office in the relevant college
- Changes to major or minor requirements require approval of the relevant department
- Changes to university requirements require approval of the Office of the University Registrar

**Student Signature (required):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Part D: OFFICE OF THE UNIVERSITY REGISTRAR**

Office of the University Registrar: Date Received _____ Signature: _____	<i>Form revised 5/28/08</i>
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