Helena College allows course substitutions when there is a compelling reason to do so. All course substitutions must maintain the integrity of the degree and comply with the following guidelines:

- Course substitutions must be approved by the Department Faculty.
- If the substitution is for a course outside of the student’s department, the appropriate Department Chair must approve it along with the Department Faculty.
- Course substitutions will not reduce the number of credits needed to complete the student’s program of study.
- For purposes of a documented disability, the student must provide the appropriate documentation to the Disability Resources Coordinator as part of this process. For more details concerning a documented disability and a course substitution request, information may be found on the College’s Disability Resources web page.
- Decisions may be appealed. Please see the Registrar’s Office.

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Reason for Substitution (Please provide any additional documentation):

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Student Signature: ____________________________ Date: ____________________

Department Faculty Signature: ____________________________ Date: ______________

Department Chair Signature (If Required): ____________________________ Date: ______________

Registrar Signature: ____________________________ Date: ____________________

Updated: 10/26/2020