



Request for Substitution of University Core Curriculum (UCC)

Southern Illinois University Carbondale

This form should only be used for students with catalog year 201220 or prior.

Student's Name: _____
Last First ID No. (Dawgtag)

Academic Unit _____ **Major** _____

Capstone Approved? Yes No

Requesting the following substitution(s):

_____	_____	_____	For _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
<small>Course Prefix/#</small>	<small>School Code</small>	<small>Year/Semester Completed</small>	<small>UCC Crse/Area</small>		
_____	_____	_____	For _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
<small>Course Prefix/#</small>	<small>School Code</small>	<small>Year/Semester Completed</small>	<small>UCC Crse/Area</small>		
_____	_____	_____	For _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
<small>Course Prefix/#</small>	<small>School Code</small>	<small>Year/Semester Completed</small>	<small>UCC Crse/Area</small>		

A detailed explanation for request is required. Append transcript, course syllabi, and other documentation needed for support. When appropriate check the transfer credit website articulation.siu.edu.

Explanation

Student's Signature / Date **Advisor's Signature / Date**

Registrar's Office – Articulation & Evaluation Date

Request Recommended for: Review by Director, UCC Graduation Appeal

Remarks

Pat A. Manfredi, Director Date
University Core Curriculum

Remarks

Procedure: Completed form along with **supporting documentation** is submitted to the Registrar's Office – Articulation & Evaluation, Student Services Building, Suite 381, Mail Code 4725. *If necessary the request **may** be sent to Director of UCC for further consideration.* Updates of approved substitution(s) to UCC will be made by the Registrar's Office – Articulation & Evaluation. All requests for substitution will be scanned and indexed (Xtender) to the student record and email notification made to the appropriate academic unit.

GUIDELINES

1. The Request for Substitution of University Core Curriculum (UCC) process is intended for substitution of course(s) needed to satisfy UCC requirement(s) as stated in Chapter 3 of the Undergraduate Catalog and **does not have the authority to approve waivers.**
2. All requests for substitutions of UCC must be in writing using the current form (Rev. 06/2016) with documentation (transcripts, course syllabi, catalog copy, etc.) attached to explain the need for the substitution and submitted to the Registrar's Office – Articulation & Evaluation, Student Services Building, Suite 381, Mail Code 4725. *If necessary, the request will be sent to the Director of University Core Curriculum for further consideration and final decision.*
3. All requests for substitution(s) to UCC are to be submitted in a timely manner to ensure that the student is given an opportunity to make necessary adjustments to future registration.
4. Requests made during the student's final semester (graduation application submitted) will automatically be referred to the Graduation Appeal process.
5. Before submitting a request for substitution, please determine if all possible credit has been applied and alternative solutions explored. Please contact **Melanie Schmeck, Supervisor of Articulation, at mschmeck@siu.edu or 618-453-2227** for assistance. Errors in transfer evaluation and transcripts missing degree posting or IAI Certification are examples of situations that commonly occur and do not warrant a request for substitution.
6. In cases of a documented learning disability (verified through Disability Support Services (DSS)) that presents a barrier to degree completion or satisfactory academic progress, a request for substitution of UCC can be submitted on behalf of the student. The request for substitution must include a letter of explanation from the appropriate DSS official along with the recommended substitution(s). Questions about DSS recommended substitutions should be directed to **Rachel Frazier, Assistant Director, Academic Services, at rfrazier@siu.edu or 618-453-2981.**
7. Consult Chapter 3, "Meeting University Core Curriculum Requirements" of the Undergraduate Catalog for current policies and approved advanced courses for satisfying UCC requirements. When transfer credit from institutions whose general studies programs and requirements are not documented by the IBHE iTransfer.org or in transfer equivalency lists at articulation.siu.edu, you are encouraged to contact the Director of University Core Curriculum, **Dr. Pat Manfredi, at Manfredi@siu.edu.**