|  |  |
| --- | --- |
| **Rev. 2024.08.30** |  |
| |  | | --- | | ***Form for Use By:*** Current DKU students, in their senior year, facing academic circumstances that merit special consideration for completing graduating requirements through a course substitution.  ***Purpose of Form (For Students and Advisors):*** This form is used to check an approved-elective-course taken for credit transfer as:  1) **Full Substitution:** A course taken is requested to substitute for a specific DKU course, and would fulfill the same major requirements and/or prerequisites in divisional foundation, disciplinary, or interdisciplinary as the DKU course. This means that the substituting course is fundamentally the same content and scope of a course currently offered at DKU.  *-or-*  2) **Thematic (Disciplinary or Interdisciplinary) Substitution:** A course taken is requested to substitute for a thematic (disciplinary or interdisciplinary) requirement. This means the course is suitable in scope, theme, and content to fulfill a thematic course requirement in the major, although it is not equivalent to a specific course title at DKU. Thematic requirements are typically referenced in the DKU bulletin disciplinary/interdisciplinary requirements as “and choose one of the following…”, and may include a relevant substitution for a “recommended elective” not listed in the DKU bulletin.  ***Note***:   * Substitutions are one-time exceptions on a case-by-case basis. Typically course substitution requests will only be considered if a student has unusual circumstances that would make graduation on time infeasible.   + Substitution Requests should only be submitted in a students’ senior year, and if other options (such as course equivalency requests) have been exhausted. * Types of Courses for substituted requests: [All courses mentioned below must show in DKUHub → Academics→ Course List.]   + DKU courses taken at DKU in previous semester   + Duke courses taken at Duke University or Duke Marine Lab during a study abroad semester   + Approved course from an approved host university; [Students must attach the result of the “Host-DKU Course Approval Form” together with this course substitution form.] * **Submission of a course substitution request does not guarantee approval. Students should have an alternative plan if the substitution request is denied. This may include, but is not limited to, graduation being delayed.** * Changes in students’ major or course enrollment after completing this form may impact the way the courses contribute towards graduation requirements. Students should consult the Office of Undergraduate Advising within 48 hours of changing their major at [advising@dukekunshan.edu.cn](mailto:advising@dukekunshan.edu.cn) for further advising. * One form must be submitted for each substitution request.   ***Timeline:*** *All submitted courses must show in DKUHUB → Academics → Course List. Students should submit the request with all required documents before drop/add for senior spring semester, session 3.*  ***Section Instructions:***   1. Student information: Complete *all* student information. The email listed will be used for all correspondence of decision results. 2. Substituting-Course Information: Fill in the course information for the class that has already been taken for credit that you are requesting serves as a substitute for a DKU course or requirement. The course must already be listed in the student’s DKUHub. For multiple course substitution requests, please fill out one form for each request. 3. DKU Course Substitution Request Type: Select one course substitution request option (Option 1: Full Substitution; Option 2: Thematic Substitution). *See purpose descriptions at top of this form. For Option 1: Full Substitution, specify* the equivalent DKU course, and copy/paste all course info, including name, code, title and prerequisite information listed in the DKU UG Bulletin. Please only fill in *ONE* substitute course. 4. Signatures: Obtain signature from DKU academic advisor with supporting comments. The advisor’s supporting comments should explain *why* a substitution is needed or merited as an exception for this student. 5. Attachments: Provide full course syllabus from semester/summer when the course was taken, showing course contact hours, instructor biography, and/or transcript showing grade issued for the course, DKUHUB → Academics → Course List. 6. Submit For Approval Review: Submit this form and supporting attachments per instructions. | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Student Information** | | | | | |
| Student Name: |  | Major: | | |  |
| Phone: |  | Email: | | |  |
| Net ID: |  | DKU Campus ID:  4 digit ID Card number | | |  |
| 1. **Substituting-Course Information (Course already taken, intended to substitute for a DKU requirement)** | | | | | |
| Course Code:  *(such MATH 201, etc.)* |  | | Course Title: |  | |
| Course Contact Hours: | \_\_\_\_\_\_ (hours per week) for  \_\_\_\_\_(weeks), total \_\_\_\_\_hrs | | University Name: |  | |
| Course Catalog Description (incl. pre-requisites information): | | | | | |
| 1. **DKU Course Substitution Request Type *(Please select Option 1, Option 2)*** | | | | | |
| **Option 1: Full Substitution Petition: DKU Course mentioned in the Undergraduate Bulletin** | | | | | |
| DKU Course Code: |  | DKU Course Title: | | |  |
| Major Area: | Divisional Foundation Interdisciplinary Disciplinary | | | | |
| DKU Course Description (incl. prerequisites): | | | | | |
| **Option 2: Thematic Area (Disciplinary/Interdisciplinary) Substitution Petition (no specific DKU Course)** | | | | | |
| Thematic Area: (If you are seeking thematic area, please specify information. For example: *“And one 4-credit non-World History course (100-400) level”*) or “*And one 4-credit course (200-400 level) among electives recommended for this major*”. | |  | | | |
| 1. **Signatures** | | | | | |
| Signature of DKU Academic Advisor  Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title/Role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Intuitional Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Comments for approval to seek substitution (include reasons a substitution is merited as an exception):  Signature of Academic Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (MM/DD/YYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (MM/DD/YYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| 1. **Attachments** | | | | | |
| **Please check that the following attachments are submitted with this form:**   * Course syllabus for the course (including course contact hours) – *not required for a DKU-DKU substitution* * Picture of Student’s Course List History record in DKUHub (picture must include students’ name and credits) * Bio of course instructor during the term taken (if not included in syllabus) - – *not required for a DKU-DKU substitution* * For courses not taken at Duke University or DKU, please submit the result of “Host-DKU Course Approval Form”. * 4-Year Plan Worksheet with your course plan for remaining semesters at DKU | | | | | |
| 1. **Submit for Approval Review** | | | | | |
| Email complete, scanned version of this form (including needed attachments from section V) to the office.   * For DKU-DKU substitution request, please submit to DKU Office of Academic Advising: [advising@dukeunshan.edu.cn](mailto:advising@dukeunshan.edu.cn); * For Duke-DKU substitution request, please submit to DKU Office of Global Education: [DKU-globaledu@dukekunshan.edu.cn](mailto:DKU-globaledu@dukekunshan.edu.cn?subject=Course%20Substitution%20Request%20Submission)   Please ensure ALL information and attachments are complete before submitting. One form per course submission is  required. Students may be requested to submit additional materials to assess the substitution review of this course.  **Once a substitution request has been reviewed, the received office will notify the student and academic advisor of the result. If approved, your transfer courses should appear in DKUHub → Academics→ Course List. For questions with your DKUHub, please reach out to both DKU Registrar and Academic Advising.** | | | | | |