

THE ADVISOR INITIATES THE PROCESS

Log in with your Winthrop username and password




Please log in.

Username

Password

[Click here to log in](#) 


INTRODUCTION




Purpose: This form should be used when an Undergraduate student wants to substitute a course for a required course. This form can also be used to make additional changes to DegreeWorks Worksheet (Best Fit).

Please note: only approved General Education courses can be substituted for other approved General Education courses. No General Education requirement can be waived except by a university-wide petition.

Advisors should complete this form and then submit to the appropriate Student Services Office for approval.



THE ADVISOR completes the following student information.



WINTHROP
UNIVERSITY

Please complete the following information for the Student:

Student's Last Name

Student's First Name

Student's Winthrop ID #

Catalog Year (e.g. 2018-19)

College

Degree

Major and Concentration (if applicable)

←→

The ADVISOR will enter Substitution information.

Depending on what the exception is the ADVISOR will choose and complete one of the following three application types:

The screenshot shows a web form with a dark red border. At the top, it asks for 'Major and Concentration (if applicable)' with a text input field. Below that, it asks 'Which type of request are you entering?' and provides three radio button options: 'Course substitution', 'Apply a course to a particular Degree Works area', and 'Waive a required course'. At the bottom, there are two dark red buttons: a back arrow on the left and a forward arrow on the right.



Substitution

If a required course in the curriculum needs to be substituted for another course, then complete the fields below. For example: sub BADM 225 for BADM 300 (required course).

Required Subject and Course # (e.g. BADM 300)

EXAM 100

Course Title

Example Required Course

Credit Hours

3

Course to Substitute (e.g. BADM 225)

SUBS 100

Course Title

Example Substitute Course

Credit Hours

3

Enter a second substitution?

Yes

No



OR----an APPLY HERE


Apply Here:
If a course needs to be applied to another area in DegreeWorks, then please complete the following:

Apply Course (e.g. ARTA 200)

To Specific Degree Works Area (e.g. Above 299 level Art History Courses)

Apply Course 2 (if applicable)

Specific Degree Works Area for Course 2



OR- if it is a WAIVER—select and complete the WAIVE SECTION


Waive:
If a course needs to be waived, please specify which course needs to be waived. Additional hours may need to be applied to make up the waived hours. If this is the case, please also specify the course that will replace the missing hours.

Waive (e.g. EDUC 220)

Replace Waived Course with Course (e.g. EDUC 510)

Second Course to Waive (if applicable)

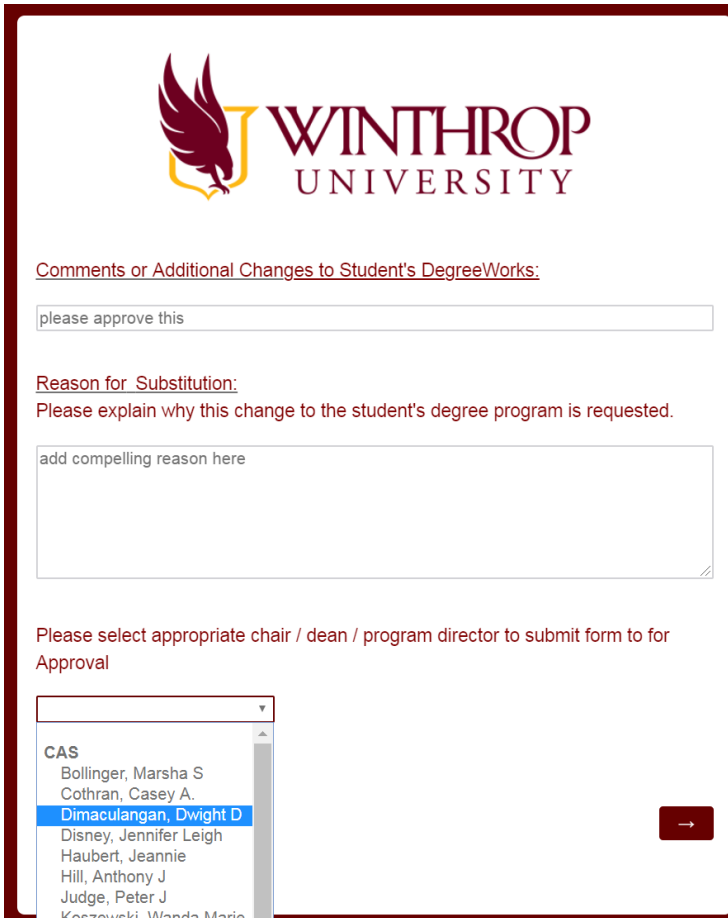
Replace Second Waived Course with Course




THE ADVISOR may add any comments and reason for the substitution.

A “file upload field” towards the final section of the form can be used for any of the exception choices -- substitution, apply here or a waiver-- when documents need to be added to go along with the exception.

Next, select the appropriate APPROVER (CHAIR).





Comments or Additional Changes to Student's DegreeWorks:

please approve this

Reason for Substitution:
Please explain why this change to the student's degree program is requested.

add compelling reason here

Please select appropriate chair / dean / program director to submit form to for Approval

CAS
Bollinger, Marsha S
Cothran, Casey A.
Dimaculangan, Dwight D
Disney, Jennifer Leigh
Haubert, Jeannie
Hill, Anthony J
Judge, Peter J
Koszewski, Wanda Marie

→



We thank you for your time spent taking this survey.
Your response has been recorded.

The ADVISOR will receive an email to keep a record of the entered information.

 noreply@winthrop.edu
Substitution Form for Undergraduate Students


To [REDACTED]

Student Last Name: Doe
Student First Name: Jane
Student ID: W00000000
Student Catalog Year: 1975-76
Student College: College of Arts and Sciences
Student Degree: BS
Student Major and Concentration: Biology

Required Course 1: EXAM 100
Required Course Title: Example Required Course
Required Course Hours: 3
Substitution Course 1: SUBS 100
Substitution Course Title: Example Substitute Course
Substitution Course Hours: 3

Required Course 2:
Required Course Title:
Required Course Hours:
Substitution Course 2:
Substitution Course Title:

The APPROVER (CHAIR) will receive an email with a link to accept or reject the substitution.

 noreply@winthrop.edu
Substitution Form for Undergraduate Students

To [REDACTED]

An undergraduate course substitution form has been submitted for your approval. Please log in to the [approval form](#) and use the substitution request ID in order enter your approval or disapproval of the substitution.

Substitution Request ID: [REDACTED]

Advisor Name: [REDACTED]
Advisor Email: [REDACTED]

Student Last Name: Doe
Student First Name: Jane
Student ID: W00000000
Student Catalog Year: 1975-76
Student College: College of Arts and Sciences
Student Degree: BS
Student Major and Concentration: Biology

Required Course 1: EXAM 100
Required Course Title: Example Required Course

APPROVER (CHAIR)

When following the link, the APPROVER (CHAIR) will have to log in with their Winthrop username and password.




Please log in.

Username

Password

Then the CHAIR will need to enter the request ID, supplied in the email, and their email address



Please log in.

Enter Substitution Request ID

Your Email Address

The CHAIR will click whether or not they approve the request. Next, select the correct STUDENT SERVICES OFFICE for final approval. And click submit.

Replacement: TIDE 100

Comments: please approve this
Reason for Substitution: add compelling reason here

Chair:

Approve request?

I approve this request

I do not approve this request

Student Services Approval:
(Please select the appropriate college to submit form for Student Services Approval and then click, "Submit").

College of Arts and Sciences

The STUDENT SERVICES OFFICE will receive an email noting the Chair's approval or rejection. If the Chair and Student Services Office both approve, the STUDENT SERVICES OFFICE should forward the email to the appropriate RECORD'S TEAM MEMBER (per alphabet assignment) to process the substitution.



noreply@winthrop.edu
Substitution Chair Approval

To

Action Items + Get more apps

pproved the request below. If your office approves as well, please forward this message with your approval on to Maria D'Agostino in Records and Registration.

Advisor Name:
Advisor Email:

Student Last Name: Doe
Student First Name: Jane
Student ID: W00000000
Student Catalog Year: 1975-76
Student College: College of Arts and Sciences
Student Degree: College of Arts and Sciences
Student Major and Concentration: Biology

Required Course 1: EXAM 100
Required Course Title: Example Required Course
Required Course Hours: 3
Substitution Course 1: SUBS 100
Substitution Course Title: Example Substitute Course