REQUEST FOR APPROVAL OF COURSE SUBSTITUTION

1. STUDENT DETAILS

<table>
<thead>
<tr>
<th>Griffith Identification Number</th>
<th>Family name:</th>
<th>Home telephone number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First name:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other names:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Code:</th>
<th>Program Title:</th>
<th>Student Signature:</th>
</tr>
</thead>
</table>

This form is to be completed by a student who of their own volition requests substitution of a core course with another course. As it is the student’s choice to vary the requirements of the degree, their official transcript will bear the notation (to advise employers the student did not complete the published requirements for the degree):

Approval granted to substitute (insert course code & title) with (insert course code & title)

The request is to be forwarded to the relevant Program Director for consideration. The relevant Program Director is to consider whether there are grounds for the request to be recommended to the Dean (Learning & Teaching).

Please note:

The University may make changes to the requirements of a program, in such cases the change and a revised program structure shall be advised to students via the Programs and Courses website. This form is NOT to be completed to resolve a change in program requirements that the University has implemented.

The Program’s Learning Outcomes, available from the Programs and Courses website, must be attached to this application form. The Program Learning Outcomes are available in a PDF that can be downloaded and printed.

2. SUBSTITUTION OF ANOTHER COURSE FOR A CORE COURSE

Extract from Structure and Requirements of Qualifications Awarded by Griffith University, Section 11.1:

The program requirements specify the core courses that are mandatory for the award.

In specific circumstances, approval may be given to substitute another course for a core course, provided that both courses have learning outcomes specified at the same level and qualification type or a defensible pedagogical rationale to justify the substitution is provided.

Approval for an individual student to substitute another course for a core course is given by the Dean (Learning & Teaching) on the recommendation of the Program Director where it is considered that the substitute course is consistent with the program’s learning outcomes.

In approving the substitution of a core course consideration needs to be given to the balance of the components of the program at the level of the qualification type and the program’s learning outcomes.

Please note in a student’s program enrolment, only one course substitution is permissible.

Request to substitute

<table>
<thead>
<tr>
<th>Core Course code:</th>
<th>Core Course title:</th>
<th>Weighting:</th>
<th>Trimester of offer:</th>
</tr>
</thead>
</table>

List the Learning Objectives/Outcomes from the Griffith Course Profile for the course above (available at www.griffith.edu.au/programs-courses).

WITH
List the Learning Objectives/Outcomes from the Griffith Course Profile for the course above (available at www.griffith.edu.au/programs-courses).

Brief explanation/justification for the request:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I understand that if this request for course substitution is approved the following statement will appear on my official transcript:

Approval to substitute (insert course code & title) with (insert course code & title)

Student signature: ____________________________________________
Date: / / 

3. PROGRAM DIRECTOR ACTION – substitution of another course for a core course

☐ Yes ☐ No* Both courses have learning outcomes specified at the same level and qualification type? 
☐ Yes ☐ No The substitute course is consistent with the program’s learning outcomes? 
☐ Yes ☐ No The substitute course maintains the balance of the components of the program at the level of the qualification type and the program’s learning outcomes? 

* If NO is there a defensible pedagogical rationale to justify the substitution?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ Course substitution recommended. 
☐ Course substitution not recommended. 

Provide a clear statement setting out the reason/s why you recommend or not recommend the request to the Dean (Learning & Teaching).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Program Director signature: ___________________________Print name: _________________Date: / / 

Forward the application to the relevant Dean (Learning and Teaching)
4. DEAN (LEARNING & TEACHING) ACTION – substitution of another course for a core course

☐ Course substitution approved.

☐ Course substitution not approved.

Provide a clear statement setting out the reason/s why you did or did not approve the substitution of a core course.

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

Dean (L&T) signature: ____________________________ Print name: _______________ Date: ___/___/____

Forward the completed application to relevant Student Administration Centre on your campus.

OFFICE USE ONLY

CHECKLIST

☐ Noted on PeopleSoft

Signature: ___/___/____

☐ Noted on Graduation List where appropriate

Signature: ___/___/____

☐ Form sent to CRDS

PEOPLESOFT CONFIGURATION

☐ Establish 99 Plan

Signature: ___/___/____

☐ Establish 88 Plan

Signature: ___/___/____
REQUEST FOR APPROVAL OF COURSE SUBSTITUTION
INFORMATION SHEET

STUDENT POLICIES
Please refer to the Structure and Requirements of Qualifications awarded by Griffith University available from the Griffith website.

ENQUIRIES ABOUT REQUESTING APPROVAL FOR COURSE SUBSTITUTION
To enquire about requesting approval for course substitution please contact any Student Centre. [https://www.griffith.edu.au/student-administration/contact-student-administration].

LODGING INSTRUCTIONS
Application form and any documentary evidence must be lodged by mail or in person, to any campus Student Centre. [https://www.griffith.edu.au/student-administration/contact-student-administration].

PROTECTING STUDENT PRIVACY
Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University’s Privacy Plan at https://www.griffith.edu.au/about-griffith/governance/plans-publications/griffith-university-privacy-plan or Telephone (+61 7) 373 57700 or (+61 7) 555 28811.