

# Certificate in Nonprofit Leadership and Philanthropy

## Course Substitution Instructions

Typically, there are two scenarios for requesting a course substitution. There is a slightly different process based on the scenario. The two processes are outlined below.

### Scenarios:

1. The student is requesting a course that they **have already taken** be substituted for a course that is included in the plan of study.
2. The student is requesting they be **allowed to take an alternative course** in place of a course that is included in the plan of study.

**To begin the course substitution process for scenario 1:** Email the following information to your certificate advisor.

**The subject of your email should be:** Course Substitution Request

**Include in your email:** A narrative explaining which scenario is prompting your course substitution request and a justification of the request. The advisor will look for evidence of equality between the two courses and how the change will meet or surpass the student's academic goals.

### Also include:

- Student First and Last Name
- Student ID Number
- Course Type: UI Course or Transfer Course
- Course student has already taken: Provide the course number and name
- Attach the syllabus of the proposed course
- Course on original plan of study: Provide the course number and name

The advisor will respond to the email stating if they have further questions or provide the outcome of their decision. If approved, the advisor will submit the substitution request via MAUI, and the student will receive an email confirmation.

**To begin the course substitution process for scenario 2.** Email the following information to your certificate advisor.

**The subject of your email should be:** Course Substitution Request

**Include in your email:** A narrative explaining which scenario is prompting your course substitution request and a justification of the request. The advisor will look for evidence of equality between the two courses and how the change will meet or surpass the student's academic goals.

**Also include:**

- Student First and Last Name
- Student ID Number
- Course Type: UI Course or Transfer Course
- Alternative course student proposes to take: Provide the course number and name
  - ⇒ Certain courses have prerequisites or restrictions. Therefore, a student proposing a course substitution must first make sure they can in fact register for that course.
- Attach the syllabus of the proposed course
- Course on original plan of study: Provide the course number and name

The advisor will respond to the student's email stating if they have further questions or provide the outcome of their decision.

If approved, the student will enroll in the approved course and once the course is complete, reply to the advisor using their original email correspondence to let the advisor know they have completed the course. The advisor will then submit the substitution request via MAUI, and the student will receive an email confirmation.