

CORCORAN

COLLEGE of ART + DESIGN

COURSE SUBSTITUTION FORM

_____ LAST NAME (_____) - _____ DAY PHONE 0000 - _____ POWERCAMPUS ID NUMBER	_____ FIRST NAME (_____) - _____ EVENING PHONE _____ STUDENT'S SIGNATURE	_____ MIDDLE NAME _____ EMAIL _____-_____-_____ DATE
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Course substitutions are available to students who need to either take a substitute course within the College in place of a requirement or take a class outside of Corcoran College of Art + Design to make up a requirement. The transfer credit option is available to degree students only. It is necessary to obtain pre-approval from the appropriate Department Chair or Program Director. The signed Course Substitution Form must be recorded with the Office of the Registrar before the student may take the substitute class. Course substitution approvals are revoked if the student does not complete the approved coursework within the specified semester. Required courses can not substitute for other required courses, unless the class has been repeated with approval from the department.

If a class is taken at another institution, the student must make arrangements with the visited institution to have an official transcript mailed directly to the Office of the Registrar immediately after the coursework is completed and graded. Credits cannot be transferred until an official transcript is received. A satisfactory grade must be earned for a course to be accepted for transfer credit ("B" or better for MA students and "C" or better for AFA and BFA students). Graduate students may transfer back only graduate level courses. Official transcripts must be received no later than one month into the following semester.

- DEGREE:** AFA **CURRICULUM:** Art & the Book History of Decorative Arts **CLASS LEVEL:** Freshman
 BA Art Education Interior Design Sophomore
 BFA Art & Museum Culture Photography Junior
 BFA/MAT Digital Media Design Photojournalism Senior
 MA or MAT Exhibition Design Theory & Studio Practice 5th Year
 Graphic Design Writing in the Arts Masters

CE: Certificate _____ (only for courses within the Corcoran College of Art + Design.)

Semester (check): [] Fall [] Spring [] Summer **Year:** _____

Institution where course will be taken, if outside the Corcoran _____

Note: No more than nine credits may be taken outside of the Corcoran for transfer credit after undergraduate matriculation (six credits for graduates), unless authorized by the appropriate Department Chair, and either the Director of Academic Advising, Associate Dean of Enrollment, or the Associate Dean of Student Affairs.

Course Code	Course Title	# Credits	Corcoran Requirement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student's reason for request:

Student's Signature: _____ Date: ____/____/____

*Academic Chair's Signature: _____ Date: ____/____/____
(required if substituting an academic studies course)

*Studio Chair's Signature: _____ Date: ____/____/____
(required if substituting a studio course)

*Associate Dean's Signature: _____ Date: ____/____/____
(required for approval to exceed permitted transfer credits as described above)

*Director of Continuing Education's Signature: _____ Date: ____/____/____
(required for Continuing Education Certificate students.)

***A SIGNATURE FROM THE APPROPRIATE DEPARTMENT CHAIR IS REQUIRED**