

## REQUEST FOR APPROVAL OF COURSE SUBSTITUTION

### 1. STUDENT DETAILS

Griffith Identification Number

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Family name:

First name:

Other names:

Student Signature:

Home telephone number:

Work/mobile telephone number:

Program Code:

Program Title:

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

Core Course code:	Core Course title:	Weighting:	Trimester of offer:
<p>List the <b>Learning Objectives/Outcomes</b> from the Griffith Course Profile for the course above (available at <a href="http://www.griffith.edu.au/programs-courses">www.griffith.edu.au/programs-courses</a>).</p>			

**WITH**

<b>Course code:</b>	<b>Course title:</b>	<b>Weighting:</b>	<b>Trimester of offer:</b>
List the <b>Learning Objectives/Outcomes</b> from the Griffith Course Profile <b>for the course above</b> (available at <a href="http://www.griffith.edu.au/programs-courses">www.griffith.edu.au/programs-courses</a> ).			

Brief explanation/justification for the request:

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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**

<input type="checkbox"/> Yes	<input type="checkbox"/> No*	<i>Both courses have learning outcomes specified at the same level and qualification type?</i>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>The substitute course is consistent with the program's learning outcomes?</i>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>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?</i>

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

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- ☐ **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).

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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 Student Connect on your campus.*

**OFFICE USE ONLY****CHECKLIST**

- |   |                  |   |   |
|---|------------------|---|---|
| <input type="checkbox"/> Noted on PeopleSoft                        | Signature: _____ | / | / |
| <input type="checkbox"/> Noted on Graduation List where appropriate | Signature: _____ | / | / |
| <input type="checkbox"/> Form sent to CRDS                          |                  |   |   |

**PEOPLESOFT CONFIGURATION**

- |  |                  |   |   |
|--|------------------|---|---|
| <input type="checkbox"/> Establish 99 Plan | Signature: _____ | / | / |
| <input type="checkbox"/> Establish 88 Plan | Signature: _____ | / | / |

**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 Student Connect.

[\[https://www.griffith.edu.au/student-connect\]](https://www.griffith.edu.au/student-connect).

**LODGING INSTRUCTIONS**

Application form and any documentary evidence must be lodged by mail or in person, to any campus Student Connect. [\[https://www.griffith.edu.au/student-connect\]](https://www.griffith.edu.au/student-connect).

**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.