

## Instructions for Using the Course Substitution Form

### Students/Advisors

- This form will not change how a transfer course is articulated from a different institution. If the student or advisor disagrees with classification, please contact Registration at [msu.registration@murraystate.edu](mailto:msu.registration@murraystate.edu) to be resolved.

issues, please contact Registration at [msu.registration@murraystate.edu](mailto:msu.registration@murraystate.edu).

- This form may not be used to substitute, waive or add any course to meet University Studies requirements unless the requirement is specific to the area/major or minor program of study. Students will still be required to meet over-all University Studies requirements unless the University Studies Course Substitution form is completed and submitted to the Office of the Registrar.
- It is strongly recommended to print out and have at hand a copy of the form. The requested substitution must be generally equivalent in content and must fit the degree requirement area being requested.

form.

Step 2: If processing a course-for-course substitution, complete section A; noting the course prefix, number title and semester hours. In section B, list the course prefix, number, title, semester hours and semester taken for the course that is being substituted for the Murray State requirement. If the course that is substituting for a Murray State requirement is a transfer course, please note the course prefix and number at the institution where the course was taken.

- Department chairs will provide a reasonable justification for the substitution. Additional information may be attached as necessary.

Contact the RACR Office ([msu.racr@murraystate.edu](mailto:msu.racr@murraystate.edu)) with questions.

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