

DEPARTMENT OF KINESIOLOGY

COURSE SUBSTITUTION APPROVAL FORM

To the student seeking to substitute a course in the major:

Please read the following statement carefully. If, after reading, you believe that a course substitution is appropriate for you, then complete the form at the bottom of this page and take it to the course instructor and/or to your advisor, as appropriate. After you receive the necessary signatures, keep a copy for your person records, and give a copy to your assigned advisor, for your Kinesiology file.

The overriding principle is that students must complete their major programs using published courses which comprise the major/concentration, or equivalent courses. A course may be taken only after published prerequisites have been successfully completed. University policy construes "published" to mean "widely posted and circulated." Thus, the Department may modify curricular or course requirements between Bulletins, as long as changes are "widely published and circulated." In order to graduate with a degree in Kinesiology, you must complete a minimum of 12 units within your major concentration at San Francisco State University.

If a course substitution must be made because the Kinesiology Department cannot accommodate sufficient numbers of students in a required course, or for consideration of credit for a similar course completed else where, the student may go to the instructor of the department course in question. That person may approve a specific substitute and, using the department form below; will communicate the substitute course and approval to the student's advisor. Advisors should not approve substitution in areas outside their expertise.

Other course substitutions may be necessary on rare occasion, due to highly unusual and individual circumstances. These substitutions may occur only by prior consent of the student's advisor. Approval will not be given after the fact. Students need to know that an advisor may approve a substitution for one person, but not for another. This is because such decisions are tailored to individuals' programs. They are not interchangeable.

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Substitution of course in the major program.

Students Name _____ Date _____ ID: _____

Course for which you seek a substitution _____

Course Number _____ Institution _____ # Units _____

Course you propose to substitute _____

Course Number _____ Institution _____ # Units _____

Approved _____ Date _____
(Advisor)

Approved _____ Date _____
(Instructor of the course for which you seek substitution or content person in the program)

Approved _____ Date _____
(Instructor of the course to be substituted or content person in the program)