Faculty and Staff needing to submit a Course Substitution Form may do so via DocuSign.

The process is as follows:

1. Navigate to Registrar’s Office, scroll down to Faculty/Staff services. Click on Course Substitution, then select *Click here to initiate request.*

2. Fill out the form, see example below:
3. Once the electronic form is submitted, an official Course Substitution form will be returned to you via DocuSign.

4. Click on Review Document, an agreement will populate across the screen for signature and verification.

5. Click I agree to use electronic records and signatures, then click continue.

6. Fill out the highlighted areas as designated for you. Once all highlighted field are completed, click finish.
7. A confirmation of the completed Course Substitution Form will be emailed from Tye Andrews via DocuSign.

NOTE: Under no circumstances should this form be released to the student. This form must be maintained in a secured area. Only Faculty members, Department Chairs and other designated employees are authorized to handle this form.