

PLEASE PRINT CLEARLY

Form: SSC-171/11/10

STUDENT NUMBER									COURSE TITLE		COURSE CODE	
SURNAME/FAMILY NAME						GIVEN NAME/S						

SUBSTITUTION/S REQUESTED

It is the student's responsibility to enrol in the correct units, following approval for unit substitution/s.

Prescribed Unit Code	Prescribed Unit Title	With	Substitute Unit Code	Substitute Unit Title	Grounds for Substitution (Supporting documentation must be attached)	Recomm- ended Please ✓	Not Recomm- ended Please ✓	Recommended by Staff Member (Print Name)	Signature (Staff Member)
		With							
		With							
		With							
		With							
		With							

STUDENT SIGNATURE:		DATE:	
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INSTRUCTIONS

- A substitution can be used in a course when a student wishes to have an alternative unit recognised in place of one prescribed in the course requirements.
- To be an eligible substitute, a unit must be of equivalent level and demonstrate similar outcomes.
- Where a student has completed a unit in a course and transfers to a field of study different course containing an equivalent unit within the same course, a substitution approval is required to allow the taken unit to replace the prescribed unit.

All substitutions must be approved by the Associate Dean (Teaching & Learning) of the Faculty or nominee.

OFFICE USE ONLY	Received by:	Signature:	Date:	
	APPROVED BY Associate Dean (Teaching & Learning) of Faculty	Signature:	Date:	
	Processed by:	Signature:	Student Advised <input type="checkbox"/>	Date: