

**University of New Mexico
School of Engineering**

Request for Course Substitution of UNM Core Curriculum

Name _____ UNM ID _____

Street _____ City _____

State _____ Zip _____ Email _____

Phone _____ Major _____

I request the following course be reviewed as a substitute for the UNM Core Curriculum requirements:

Course Title _____

Course Number _____ Year/Semester Taken _____

Grade Received _____ Credit Hours Earned _____

Institution where course was taken _____
(Note: If CLEP or other educational institution, attach documentations – syllabus, course description from catalog, etc.)

UNM Core Curriculum equivalent course (if applicable) _____

This course will substitute in the following UNM Category:

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Writing and Speaking | <input type="checkbox"/> Humanities | <input type="checkbox"/> Fine Arts |
| <input type="checkbox"/> Second Language | <input type="checkbox"/> Social and Behavioral Sciences | |

Student Signature

Date

Do not write below this line.

This request is:

Approved

Denied

Associate Dean, School Of Engineering

Date

INSTRUCIONSFOR USING THIS FORM

This form should be used by students who wish the School to review and approve courses as substitutes for UNM Core Curriculum requirements. Approval for course substitution is limited to degree programs in the School of Engineering. Students transferring to another College at UNM after course substitution approval must contact their new College for course substitution approval in their new degree program.

This form may be used to request:

- Use of UNM General Honors Courses to satisfy Core Categories
- Use of transfer courses as substitutions to the UNM Core Curriculum

Approval may be granted in only the following Core Categories:

- Writing and Speaking: English 219, 220, C+J 130, Phil 156. **NOT** for English 110 or 120; these courses or their equivalent are required.
- Social and Behavioral Sciences
- Second Language
- Humanities
- Fine Arts

Note: All Core requirements in mathematics and in physical & Natural Sciences are met by the required courses in all SOE degree curricula.

Requirements for course substitutions:

- The earned grade must be C or better.
- The earned credit hours for the course must be 3 or greater.

Note: Some exceptions may be made for students transferring from schools on the quarter system.

DIRECTIONS:

- Fill out the form completely and accurately. Incomplete forms will be returned.
- Attach documentation that describes the course content (course syllabus, description of the catalogue, etc.)
- Return the completed form to your departmental academic adviser.
- A copy of the form will be placed in your student file; **retain a copy for your records.**
- You will be notified once your request has been reviewed by the Associate Dean. At that time the signed copy will be placed in your student file and a copy will be given to you.