

**Ohio State ATI
PETITION TO SUBSTITUTE A REQUIRED COURSE**

Name: _____ OSU ID Number: _____

Mailing Address: _____ City, State, Zip: _____

Major _____ Specialization (if applicable): _____

2nd Major: (if applicable) _____ Specialization (if applicable): _____**When requesting a change or substitution of requirements in your major, first confer with your faculty advisor. If your faculty advisor believes the change is academically necessary or advisable, this form should be filled out.**_____ **for** _____
Substitution Course (i.e. Bus Tec 2240T) Cr Hrs Required Course (i.e. Bus Tec 2241T) Cr Hrs_____
Substitution/New Course Title Required/Old Course Title

academic reason(s)/justification for the request/substitution:

APPROVALS ARE REQUIRED PRIOR TO THIS REQUEST BEING PROCESSED.

All requests and approvals must be sent from OSU email accounts.

The student must:

1. Download this form and complete the top section
2. Do a Save As and name the file SUBSTITUTION and their last name (Example: SUBSTITUTION Jones)
3. E-mail the file as an attachment to their academic advisor; the program coordinator (if different from advisor); the appropriate division chair – Arts and Science and Business Technologies flad.1@osu.edu, Animal Sciences and Technologies thornton.5@osu.edu, or Plant Sciences and Engineering Technologies witter.7@osu.edu; the associate director – Carri Gerber (gerber.140@osu.edu); and Jill Gallion (gallion.9@osu.edu)

Each person must REPLY ALL giving their approval or disapproval.

The ATI Academic Affairs Office will then process the form and attach the completed form to an email to the student and approvers.

Distribute: Student file (Original) / Student / Advisor

Entered DARS: _____ Initials: _____

Revised 08/2021