1) Advisors will meet with students to confirm if a course substitution is a viable option in their DegreeWorks.

Note: Please remember that course substitutions only function in DegreeWorks and WILL NOT waive any prerequisites or change any information in CUNYFirst.

2) The Course Substitution Form is found in the BMCC Portal under Faculty/Staff Forms -> Office of the Registrar.

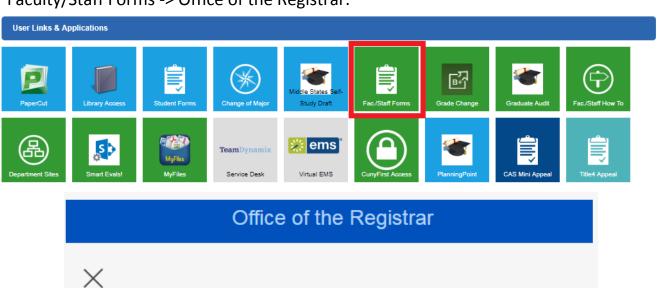
Credit for Experience Form

Incomplete (INC) Grade Form

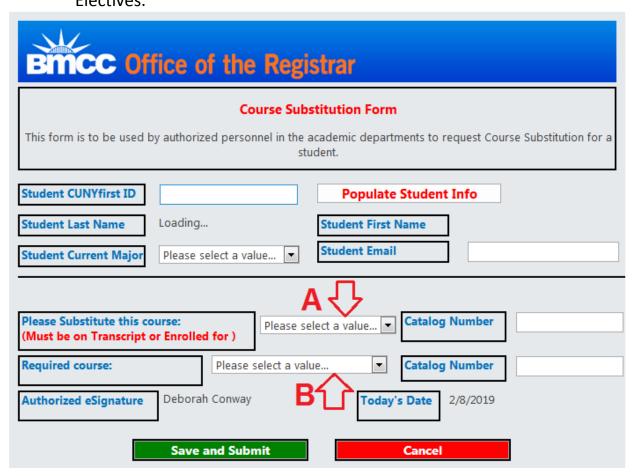
Course Substitution Form

Honors Form

WN Reversal Form



3) The following information is required to submit the form:
Student's EMPLID#, student email, major, and courses to substitute.
Note: Course A is the course that exists on the student's record (completed, transferred, or enrolled) and Course B is the course required in their degree program (on DegreeWorks). Courses can also be substituted towards specific Program Requirements such as World Cultures & Global Issues, or Major Electives.



4) The Graduation team will review the request to ensure the form is filled out completely for processing. Requests are then forwarded to the appropriate Department Chairs/Deans.

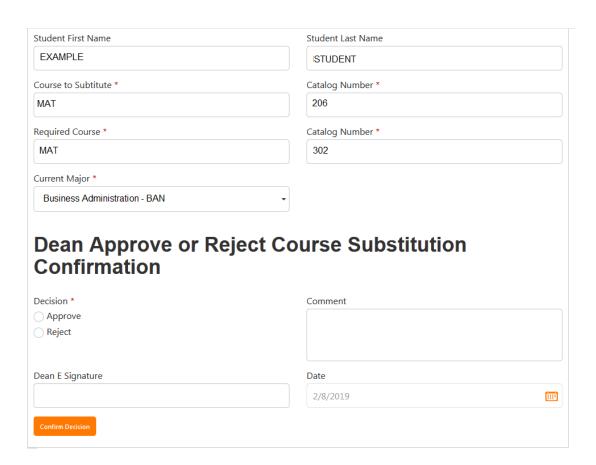
5) The subsequent department chairs and/or deans will receive an email notification for review to Approve or Reject requests. They can click the link in the email or check the queue in the BMCC Portal.

Workflow Notification

Deborah Conway, has submitted a Course Substitution Form which requires your review to route for approval process.

The student EXAMPLE STUDENT 12345678 is requesting to Substitute MAT302 with MAT 206.

Click here to confirm the approval process for this request



6) If the request is approved by all chairs/deans, it will be sent to the Registrar's Office and be processed in DegreeWorks. Once the substitution is completed, an email will be sent to the advisor and student to let them know.

Note: If the request is rejected at any point, an email will be sent to the advisor and student with comments.

		-		
Γ	bora	vh (111101	

Your Course Substitution Request has been rejected.

Please consult with the department chairperson or dean regarding this decision.

Sincerely,

BMCC Office Of The Registrar.

Course Substitution Request Summary

Course Substitution for:	TST 2	
Reviewer:	Deborah Conway	
Comments:	MAT206 has already been completed.	

If you have any questions or concerns about your request or this process in general, please feel free to contact the Graduation team at:

212-220-1290 or Graduation@bmcc.cuny.edu