



GATEWAY SEMINARY

Biblical • Missional • Global

Office of the Registrar
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Course Substitution Request

A request to substitute a required course in a GS degree program is evaluated critically and only granted for compelling cause, not as a matter of routine. The student submitting the request must identify a specific situation and/or compelling rationale for the request to be approved.

Last Name: _____ First Name: _____ ID #: _____

Year/Term: 20____ / _____ Hrs completed: _____ Current GPA: ____.

Email: _____ Phone: (____)____-_____

Campus: AZC BAC ONLN ONT PNWC RMC

Degree: DPTH DPEL MACC MAIS MMISS MTS

MAEL - Concentration: _____ MDIV - Concentration/Advanced Track: _____

Instructions:

1. Complete all applicable sections of this form
2. Submit to Department Chair of required course for approval
3. Once approval is given, form should be **forwarded by the student** to the Associate Dean for Academic Affairs for his signature
4. Once ADAA approves, a copy of the approved forms must be given to the approving Department Chair and the **original** given to the Registrar's Office (ONT) or Regional Campus Office.

	COURSE #	COURSE TITLE	HRS
Required course to be replaced			
Course to be substituted in place of required course			

Reason for substitution:

List all previous courses in this field of study if applicable. For example, if requesting substitution for an OT course, list all OT courses previously taken, including any outside of the GS system. Include all requested information. Use the back of this form for further course description as needed.

Course Name	Seminary/college	Texts Used	Credit hours	Year/Term	Grade

Approval of Department Chair of required course: _____ Date: _____

Approval of Associate Dean for Academic Affairs: _____ Date: _____

REGISTRAR OFFICE USE ONLY

Date processed: _____ Initials: _____

Rev. 4/17/2018