



INSTITUTE *of* PASTORAL STUDIES

APPLICATION FOR COURSE SUBSTITUTION

This form applies to those students whose prior graduate coursework satisfies a requirement for a given degree program. Students with such background may be permitted to substitute a different IPS course for a required course rather than replicating prior work. The total number of credit hours required to complete the degree remains the same.

For example, students with prior graduate coursework in statistics may be exempt from taking IPS 520 – Testing and Measurement—which is required for the MA in Pastoral Counseling and would be allowed to substitute for another IPS course in its place.

Please fill out ONE sheet for every course substitution request.

- Course substitutions must be made in the students' first semester of enrollment in consultation with your academic advisor.

Student: _____ ID# _____

E-mail: _____ Degree: _____ Date: _____

Previous School/Program: _____

Course Title and Number: _____

Year/Semester taken: _____

Corresponding IPS Course, Title, and Number: _____

Semester Hours recommended for Course Substitution: _____

To be completed by office:

Advisor: _____ Date: _____

Dean of IPS: _____ Date: _____

Posted on Transcript by: _____ Date: _____ Admit term: _____