The following request for a substitution applies to degree requirements in the JJCBE ONLY. The form must be filled out completely, correctly and the syllabus must be attached before it will be considered.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Option/Minor/Certificate:</td>
</tr>
<tr>
<td>Email:</td>
<td>Catalog Year:</td>
</tr>
</tbody>
</table>

**Required Course:**

<table>
<thead>
<tr>
<th>Abbr</th>
<th>Num</th>
<th>Title</th>
<th>Crs.</th>
<th>Qtr</th>
<th>Sem</th>
</tr>
</thead>
</table>

The following are **REQUIRED**:

- [ ] List pre-requisites:
- [ ] Attach catalog description of required course

**Substitute Course:**

<table>
<thead>
<tr>
<th>Abbr</th>
<th>Num</th>
<th>Title</th>
<th>Crs.</th>
<th>Qtr</th>
<th>Sem</th>
<th>Grade</th>
<th>Sm &amp; Yr Taken</th>
<th>Full Name of School</th>
</tr>
</thead>
</table>

The following are **REQUIRED**:

- [ ] List pre-requisites:
- [ ] Attach catalog description of substitute course
- [ ] Method of instruction of substitute course: **online** face-to-face  
- [ ] Name, Author & Edition of textbook: 
- [ ] Attach a course syllabus. The faculty member reviewing this request will use the syllabus in making his/her determination of course equivalency.
- [ ] Substitute course posted to MSU transcript  
- [ ] Yes  
- [ ] No

**FILL OUT FORM COMPLETELY; INCOMPLETE FORMS WILL NOT BE PROCESSED**

PLEASE SUBMIT TO COB OFFICE OF STUDENT SERVICES, 124 JABS HALL

**FOR OFFICE USE ONLY**

Date Submitted:  
Approved for Routing/Residency Check:  
Date Routed:  
Faculty Reviewer:  
DegreeWorks:  
Student Notified:  
Course Sub Database:  
Action:  
[ ] Approved  
[ ] Approved per CCN  
[ ] Provisionally approved  
[ ] Not approved  
[ ] Exceeds allowable substitutions  
Conditions/Comments:  

Designated Faculty  
Date  
JJCBE Certifying Officer  
Date
JJCBE Course Substitution
Policies and Procedures

In order to maximize the probability the course you are submitting as a substitution will be approved, be sure to research the course carefully and to provide substantive information for the faculty to review.

**Determine if MSU will accept the course.** The school must be regionally accredited in order for to MSU recognize the credits/course. Here are sources of information to determine this:

- Check the transfer equivalency guide in MyInfo. If MSU has accepted any credits from the institution, the course(s) will be listed.
  
  ? HOW: MyInfo --> Transfer Equivalencies --> Select State --> Select Institution

- Not on the transfer guide? Research the school's catalog for information.
  
  HOW: Search the school's catalog for "accreditation". The school must be accredited by a regional accrediting body not just a member. For example, MSU is accredited by the Northwest Commission on Colleges and Universities (NWCCU).

- Still not sure? Call the MSU Registrar's Office. It has a directory of all regionally accredited schools in the nation.

The JJCBE accepts no responsibility for determining whether a course will be accepted by MSU; it is the student’s responsibility to research this. Any course approved as a JJCBE substitution which is not accepted by MSU is automatically null and void.

**Course Equivalency:** A designated faculty member in the JJCBE will make the final decision about course equivalency. Check the following criteria/conditions before you submit the substitution:

- Check school's business accreditation. Preference will be given to courses from AACSB accredited business schools.

  ? HOW: All accredited institutions are listed at the following web site:
  [http://www.aacsb.edu/accreditation/accreditedmembers.asp](http://www.aacsb.edu/accreditation/accreditedmembers.asp)

- Check the level of the course. 100/200 level courses will not substitute for 300/400 level courses with the exception of Business Law (since many AACSB schools teach law at the sophomore level).

- Check the course pre-requisites. They must be comparable to MSU's course.

- Compare course descriptions. Content MUST be comparable; the faculty reviewing the substitution will consider at least the following:
  - Course description
  - Syllabus
  - Textbook
  - Method of instruction -- Online and/or correspondence courses are not necessarily considered equivalent to face-to-face courses. For example, some universities do not count their own online and/or correspondence courses toward their own degree requirements. Therefore, it is your responsibility to show that the proposed substitute course is in fact equivalent in learning goals, coverage and execution to the course you are seeking to replace.

**Checklist**

- ✔ Course is from a regionally accredited school: 
  
  List name of college/university accrediting body here:

- ✔ Business accreditation status has been checked (AACSB/nonAACSB).

- ✔ Course equivalency information has been included.
  
  - course description
  - course pre-requisites are listed
  - syllabus
  - information on textbook(s)
  - method of instruction

- Substitutions are considered on a case-by-case basis; an approved substitution is an exception not a precedent.

- Incomplete forms will not be considered.

- You will be notified via email concerning the decision of the substitution request.