

Course Substitution Approval Form

Students are required to complete the graduate degree requirements for their program outlined in the Graduate Catalog maintained by the UNLV Graduate College. Degree requirements are approved by the graduate faculty in the college and final approval is granted by the university and the Nevada Board of Regents. Any changes to the approved degree requirements require prior approval. To propose a course substitution, students must complete this form and supporting documents to rhonda.mcelroy@unlv.edu. Completed requests will be reviewed by the Associate Dean for Hospitality Graduate and International Programs and a final decision will be emailed to the student within 15 business days.

Date: _____

Student Information

First Name: _____

Last Name: _____

NSHE ID: _____

Rebel Email: _____

Program of Study:

HOA HOA-MIS HOA-MBA PHD

Required Course

Semester: _____

Year: _____

Course Prefix and #: _____

Proposed Replacement Course

Semester: _____

Year: _____

Course Prefix and #: _____

Explanation for Course Substitution

Explain why you are requesting the course substitution and what you will gain from the new course to help you in your career. In addition, you **must submit** a copy of the course syllabus for both the required course and the proposed replacement course.

Required Signatures

Student (Type)

Electronic Signature Only

Date

Graduate Faculty Program Director (Type)

Electronic Signature Only

Date

HOS Office of Graduate Programs (Type)

Electronic Signature Only

Date