

### Permit to Substitute

The Permit to Substitute form is for required Undergraduate course in Major, Minor, Specialization, or Professional Education Program. After signed by the appropriate designee, send to **Degree Checkout, Registrar Services, MS-7464.**

Printed Last Name	Printed First Name	M.I.	Student ID #
Wildcat	Wellington		10000000

CWU Email

wellington.wildcat@cwu.edu

This substitution is for my (*Select one*):  Major  Minor  Professional Ed. Program

Provide the name of major or minor the substitution is for: Psychology

*The course(s) used for substitutions must be similar in content to the required course (CWUP 5-90-040(30)(A)). Only CWU or approved transferable college course(s) can be approved to meet CWU course requirements. Review the unofficial CWU transcript or the Transfer Credit Summary Report for college, title and credit information. The student must be admitted to the pre or major program for this exception to be processed and may take up to four weeks from the time the form is received in the degree checkout office.*

Course & Credits Being Used For Course Substitution

CWU REQUIRED COURSE

	Course Prefix and Course #	College or University where course completed	Course Title	No. of Qtr/Sem Credits	=	CWU Dept. & Course #	Course Title	No. of Credits
1	PSY449	CWU	Abnormal Psych	4	=	PSY300	Research Methods	5
2	PSY310	CWU	Multicultural Psych	1 (of 4)	=			

**Notes:** (1) The credit total submitted for substituting course(s) must equal or exceed the number of credits in the CWU required course(s).  
(2) Substitutions will not carry over if there is a change in program plans or catalog year. A new permit to substitute form will be required.

Justification of Substitution:

Students who have taken the research methods course required for their major in law and justice, sociology, social services, or IDS-social sciences do NOT have to take PSY 300 for the psychology minor. However, they do need to replace the credits from PSY 300 with any five upper division psychology credits not otherwise allocated to the minor. The student must have a minimum of 30 psychology credits to complete the minor.

In the above example, all 8 credits of Abnormal and Multicultural Psych will be applied to the minor; however, 5 credits will directly be substituted for PSY 300 Research Methods.

	Printed Name	Signature	Date
Student	Wellington Wildcat		
Advisor			
Dept. Chair			
College Dean **			

\*\* Substitutions in the Teacher Education Program must have the Dean of the College of Education and Professional Studies signature.

\*\* Any substitutions using a lower division course in place of an upper division requirement must have the signature of the impacted college's dean.

Rev: 10/14/15