Course Substitution Workflow Students
If you wish to make a substitution for your current program (major, concentration/emphasis or minor) you will need to submit a Request Substitution for Academic Requirement.

1. Log into iROAR > Students > Student Records > Request Substitution for an Academic Requirement.

2. Select the program. If you have a second program make sure to select the correct program that you wish to apply the substitution.
Request a Substitution for an Academic Requirement

Select program for which the substitution should apply (select one).

- Current Program
  - Bachelor of Arts
  - Level: Undergraduate
  - Program: BA Secondary Education
  - Catalog term: Fall 2016
  - College: Education
  - Campus: Clemson (Main Campus)
  - Major and Department: Secondary Education, Teaching and Learning
  - Major Concentration: Mathematics Emphasis
  - Major and Department: Mathematical Sciences, Mathematical Sciences
  - Minor: Accounting

Continue
Cancel

3. Click continue.

4. Select the area that you would like to use the substitution for.
   
   ****You must give a justification that will be sent to your Academic Advisor. If your advisor feels that he/she needs additional documentation, your advisor may email you a request to send the syllabus or other documents.
****If you are a double major, have two concentrations, or two minors you must choose from the drop down menu that will appear.

5. Click and read through the “Substitution Policy” link. Once you have read the policy, click the box to acknowledge that you have read and understand the policy.

6. Click Continue.

7. Then choose which course(s) you wish use for your substitution. You may only choose two courses.

---

**Request a Substitution for an Academic Requirement**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Term Taken</th>
<th>Notes</th>
<th>Institution</th>
<th>Degree Level</th>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPCH</td>
<td>3050</td>
<td>Essentials Bioch</td>
<td>3</td>
<td>B</td>
<td>Fall 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOE</td>
<td>4510</td>
<td>CT-Cancer Cell Comparison</td>
<td>2</td>
<td>A</td>
<td>Fall 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOE</td>
<td>4510</td>
<td>CT-Cancer Cell Comparison</td>
<td>2</td>
<td>A</td>
<td>Spring 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL</td>
<td>1010</td>
<td>Frontiers in Biology I</td>
<td>1</td>
<td>B</td>
<td>Fall 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL</td>
<td>1100</td>
<td>Principles of Biology I</td>
<td>5</td>
<td>TR</td>
<td>Fall 2015</td>
<td>transfer Advanced Placement (AP) 4 YEAR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL</td>
<td>1100</td>
<td>Principles of Biology I (HON)</td>
<td>5</td>
<td>A</td>
<td>Fall 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL</td>
<td>1110</td>
<td>Principles of Biology II</td>
<td>5</td>
<td>TR</td>
<td>Fall 2015</td>
<td>transfer Advanced Placement (AP) 4 YEAR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL</td>
<td>1110</td>
<td>Principles of Biology II (HON)</td>
<td>5</td>
<td>A</td>
<td>Spring 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL</td>
<td>1350</td>
<td>Evolutionary Biology</td>
<td>3</td>
<td>B</td>
<td>Fall 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. Once you have selected the course(s) click continue

9. Select the course you would like to substitute for or type in the academic requirement that you will be using the course(s) to fulfill.

***You will only be allowed to substitute for one requirement or one course.

10. Click continue.
11. You should see a confirmation page like the one shown below. Make sure to review your selections. If everything is correct, click submit.

12. Press Submit in the bottom left corner.
13. Once you have submitted the request you will receive a confirmation page as shown below. Print it for your records.