

Online Course Substitution Processing

- 1) Advisors will meet with students to confirm if a course substitution is a viable option in their DegreeWorks.

Note: Please remember that course substitutions only function in DegreeWorks and WILL NOT waive any prerequisites or change any information in CUNYFirst.

- 2) The Course Substitution Form is found in the BMCC Portal under Faculty/Staff Forms -> Office of the Registrar.

The image shows a screenshot of the BMCC Portal's 'User Links & Applications' section. A grid of icons represents various services. The 'Fac./Staff Forms' icon, which depicts a clipboard with a checkmark, is highlighted with a red rectangular border. Below this grid, a separate window titled 'Office of the Registrar' is displayed. This window contains a list of links: 'Credit for Experience Form', 'Honors Form', 'WN Reversal Form', 'Incomplete (INC) Grade Form', and 'Course Substitution Form'. The 'Course Substitution Form' link is highlighted with a red rectangular border.

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3) The following information is required to submit the form:

Student's EMPLID#, student email, major, and courses to substitute.

Note: Course A is the course that exists on the student's record (completed, transferred, or enrolled) and Course B is the course required in their degree program (on DegreeWorks). Courses can also be substituted towards specific Program Requirements such as World Cultures & Global Issues, or Major Electives.

BMCC Office of the Registrar

Course Substitution Form

This form is to be used by authorized personnel in the academic departments to request Course Substitution for a student.

Student CUNYfirst ID **Populate Student Info**

Student Last Name Loading... Student First Name

Student Current Major Please select a value... Student Email

Please Substitute this course:
(Must be on Transcript or Enrolled for) Please select a value... Catalog Number

Required course: Please select a value... Catalog Number

Authorized eSignature Deborah Conway **Today's Date** 2/8/2019

Save and Submit **Cancel**

4) The Graduation team will review the request to ensure the form is filled out completely for processing. Requests are then forwarded to the appropriate Department Chairs/Deans.

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- 5) The subsequent department chairs and/or deans will receive an email notification for review to Approve or Reject requests. They can click the link in the email or check the queue in the BMCC Portal.

Workflow Notification

Deborah Conway, has submitted a Course Substitution Form which requires your review to route for approval process.

The student EXAMPLE STUDENT 12345678 is requesting to Substitute MAT302 with MAT 206.

Click [here](#) to confirm the approval process for this request

Student First Name	Student Last Name
<input type="text" value="EXAMPLE"/>	<input type="text" value="STUDENT"/>
Course to Substitute *	Catalog Number *
<input type="text" value="MAT"/>	<input type="text" value="206"/>
Required Course *	Catalog Number *
<input type="text" value="MAT"/>	<input type="text" value="302"/>
Current Major *	
<input type="text" value="Business Administration - BAN"/>	

Dean Approve or Reject Course Substitution Confirmation

Decision *	Comment
<input type="radio"/> Approve <input type="radio"/> Reject	<input type="text"/>
Dean E Signature	Date
<input type="text"/>	<input type="text" value="2/8/2019"/>

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6) If the request is approved by all chairs/deans, it will be sent to the Registrar's Office and be processed in DegreeWorks. Once the substitution is completed, an email will be sent to the advisor and student to let them know.

Note: If the request is rejected at any point, an email will be sent to the advisor and student with comments.

Deborah Conway,

Your Course Substitution Request has been rejected.

Please consult with the department chairperson or dean regarding this decision.

Sincerely,

BMCC Office Of The Registrar.

Course Substitution Request Summary

Course Substitution for:	TST 2
Reviewer:	Deborah Conway
Comments:	MAT206 has already been completed.

If you have any questions or concerns about your request or this process in general, please feel free to contact the Graduation team at:
212-220-1290 or Graduation@bmcc.cuny.edu