



Sultan Qaboos University  
 Deanship of Admissions and Registration  
 Graduation Department  
**Substitution Form for a Required Course**

**Student's Information**

Student's name: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 College: \_\_\_\_\_ Student's ID: \_\_\_\_\_ Cohort : \_\_\_\_\_  
 Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Specialization: \_\_\_\_\_

**The required course in the degree plan to be substituted:**

Title: \_\_\_\_\_ Code: \_\_\_\_\_ Credits: \_\_\_\_\_  
 Course College: \_\_\_\_\_ Course Department: \_\_\_\_\_

**The required course is:**

College Requirement  Department Requirement  Others \_\_\_\_\_

**Information of the course to be registered and considered:**

Course Title: \_\_\_\_\_ Code: \_\_\_\_\_ Credits: \_\_\_\_\_  
 Course College: \_\_\_\_\_ Course Department: \_\_\_\_\_

Substitution reasons:

\_\_\_\_\_

Opinion of the registered course's HoD:

\_\_\_\_\_

HoD's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Stamp \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic advisor's name/signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's HOD's name/signature : \_\_\_\_\_ Date: \_\_\_\_\_

Student's Assistant Dean for Undergraduate Studies Approval :

Name/signature: \_\_\_\_\_ Date : \_\_\_\_\_ Stamp: \_\_\_\_\_

**In case the course to be taken is from another college:**

Course HoD's Name/Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Course Assistant Dean for Undergraduate Studies:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Stamp \_\_\_\_\_

*Please notice:*

- A transferred student from a college to another must know the courses considered in his/her new degree taken from previous college
- Additional documents may be required by Deanship of Admissions and Registration in order to process the request
- A university elective course cannot be substituted for college/ department/major required/elective courses.
- This form has to be approved before course registration
- Course description should be attached