

California State University, Chico  
**Academic Advising Programs**  
(530) 898-5712, Zip 0725

DATE: May 5, 2008  
FROM: Spencer Bolich  
SUBJ: *Course Substitution Form*

We're sending this note to those departments which are fully utilizing the PeopleSoft *Degree Progress Report*.

Please review the attached revised *Course Substitution Form*. You will find an additional column that you should complete to assist the Academic Evaluators in the effective processing of the substitution for major/minor coursework. Please note the pull-down box for **Major/Minor Theme Substitution** as well as a "Reset Form" button in the upper-right corner. You'll want to save a copy of this form to your desk top for easy transmittal to the Academic Evaluations Office @ [Evaluations@csuchico.edu](mailto:Evaluations@csuchico.edu)

Be sure to include the following information in the subject line of your email: substitution memo – last name, first name – ID#.

When making a substitution for your major/minor, be sure to look at the Degree Progress Report for the student. You can locate the specific place for the substitution and fill in the column with the appropriate numbers.

On the *Degree Progress Report*, each major has a Requirement Group (RG) in parenthesis following the major code.

(CSCINONEUN) (RG1291)

For each bolded requirement with a listing of courses in the major, there is a Requirement (RG) and Requirement Line (RL) in parenthesis.

(RQ418-10) first number is RQ – second number is RL

For example, a substitution for CSCI 320 in the Upper-division Core will be marked with (RG1291) (RQ418-10).

Academic Evaluations will process the memo of course substitution within 14-21 working days depending on the time of year. You will receive a confirmation that we have received the email, but not when we have completed the processing. If you have questions, please call any of the Academic Evaluators at x5957.