

## Course Substitution Guidelines

All course substitution proposals are required to include the following:

- A narrative explaining why the proposed course should be included in the plan of study. If the student is requesting that the course replace an existing course, he/she must specify how the two courses are equal. If the student is requesting that a course be added as a new choice, he/she must identify how the change will improve the student's academic goals.
- A syllabus of the proposed course
- Any other material valuable to the Interdepartmental Studies Program's Advisory Committee in making their decision

**Any proposal that does not include all of the above requirements will not be reviewed.**

### Note:

- Registration in some courses requires admission to a specific program or major. It is the student's responsibility to check the registration restrictions for all courses in the proposed plan to ensure eligibility.
- While not required, a letter of support from a University of Iowa faculty member would be helpful to the Advisory Committee in their deliberations. This letter should reflect that it is his/her opinion that the proposed course be viewed as an appropriate substitution for another course and/or matches a student's academic goals.

**Submit proposals to David Gould, Academic Coordinator. His office is located at 218 Schaeffer Hall. Deadlines are posted on the website. (Course Substitutions are reviewed by the Advisory Committee once a semester.)**