

## Southington Public Schools

# **COURSE SUBSTITUTION FORM**

**(PROGRAM APPROVAL FORM ADDENDUM)**

This form is to be used to request substitution or adjustment for courses previously approved by the Superintendent of Schools as a total program for 30-hours. The Superintendent or his designee must approve it. If approved, it will be affixed to the original Program Approval Form in the personnel file.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Date: |  |
| School: |  | | | |
| Assignment (subject/grade/etc.): | |  | | |

**Working toward:**

BA +30MA  MA+30  6th Year  6th Year + 30 (7th Year)

|  |  |
| --- | --- |
| **Date of Approval on Program Approval Form:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course to be deleted:** | | | |
| Course # : |  | Course Title: |  |

#### Course to be substituted

|  |  |
| --- | --- |
| **College/Institution:** |  |
| **# Credits:** |  |
| **Course #:** |  |
| **Course Title:** |  |

Signature Date

Return to the human resource office. Upon review, a copy will be returned to you and a copy will be filed with your ***Program Approval Form*** in your personnel file.

**For office use:**

### The request for course substitution is: Approved Denied

|  |  |
| --- | --- |
| Comments: |  |
|  |
|  |

Signature Date