

Please complete a separate form for each course requested.

BARRY ID (required): _____

Student Information: _____
Last First Middle Initial

Phone Number

Email Address

Home Address

Please Read Before Signing Below:*

- This form MUST be submitted to the Dean of the School to which you are enrolled a minimum of (30) THIRTY days PRIOR to the anticipated start date of the course.
- Without prior written approval from the Dean as stated above, there are no guarantees that substitute coursework taken outside of Barry University will be accepted toward my Barry degree.
- A copy of the course description from the intended institutions catalog MUST accompany this form.
- The Dean reserves the right to accept this course only under certain justifiable circumstances and may request additional documentation to validate course content. Certain required (CORE) courses may be excluded from this request.
- If approved, all policies described in the [Transfer Credit Policies](#) section of the Undergraduate Course Catalog will apply to this request.
- If approved, grades and GPA's for the substituted course listed above will NOT be included in the minimum of 56 credit hours of completed coursework at Barry which is used to determine 'Graduation with Honors'.

I am requesting permission to take the following course at _____
Name of Institution offering the course

located in _____ for the _____ of _____
City, State Term Year

Substitute Course: _____
Course Prefix Course Number Section Credit Hours

Substitute Course Title: _____

The course above is intended to be a substitute for the following required Barry University course in the event that I receive a grade of 'C' or better:

Barry Course: _____
Course Prefix Course Number Section Credit Hours

Reason for exception request: _____

*I have read and understand the following form

Student Signature: _____ Date: _____

Request: GRANTED _____ DENIED _____

DEANS SIGNATURE: _____ Date: _____

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