

Substitutions or Exceptions

Faculty advisors may submit alterations or changes to a student's curriculum. These changes are known as substitutions or exceptions and are coding for each student individually so every time an audit is viewed (by anyone) the alteration is visible. Substitutions are submitted electronically through a link on your CU Web advising services page. Substitutions are not immediately visible on the audit, they will be processed by staff in the Registrar's Office and may take a few days to appear.

1. Sign into your ClarkYou account at <https://you.clarku.edu>
2. Select Faculty & Advising
3. Select Curriculum Substitution

Welcome to CUWeb - Clark University

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Faculty and Advising

Advisee Listing See your advisees by term.	Faculty Grade Entry (New CUWeb) Enter and update midterm, final, and incomplete grades.	Faculty Grade Entry (Old CUWeb) Having trouble? The Old CUWeb version of grade entry will remain available for a limited time	Faculty Feedback Identify and monitor students who may be at risk academically.
Detail Schedule Faculty member's schedule for the selected term.	Week at a Glance All of your classes for the selected week are displayed, both traditional and open learning.	Registration Overrides Perform permits/overrides for students.	Bookstore Link to Clark University Bookstore for textbook listings and ordering information.
Degree Audit Review student degree progress.	Request Directed Study	CARE Form Submit information to log a CARE Report.	Curriculum Substitution Use this from to submit changes to degree audits.
Class List Review your class rosters by term.	Online Catalog	Courses and Schedules Registration information and Course Grids.	

This will launch the following survey for you to fill out and submit:

Degree Audit Curriculum Substitution Form

Faculty advisors may use this form to submit alterations to the prescribed curriculum (i.e. designate which courses are used to satisfy which requirements on a degree audit).

Student's Name:

Student's ID:

List the program this substitution applies to (for example, History major, Philosophy minor, the Music major in history and criticism track, etc.)

Please describe the substitution or alterations you would like to make for this student's program, some examples:

- Count BIOL 297 as the biology major capstone
- Substitute OFFC 212 for ENG 140 in the B-1 area
- Allow HIST 256 to satisfy a major elective
- Make TRN T001 equivalent to MATH 123



Please reach out if you or anyone in your department has any questions.