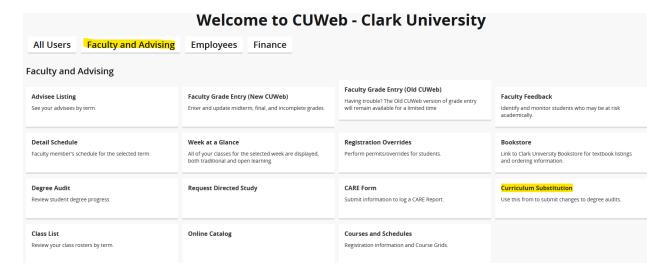
Substitutions or Exceptions

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



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

Degree Audit Curriculum Substitution Form	
Faculty advisors r	may use this form to submit alterations to the prescribed curriculum (i.e.
designate which o	courses are used to satisfy which requirements on a degree audit).
Student's Name:	
Student's ID:	
List the program th	his substitution applies to (for example, History major, Philosophy minor,
the Music major in	history and criticism track, etc.)
Dianea denociba ti	he substitution or alterations you would like to make for this student's
program, some ex	
200 000000	
 Count BlOL 2 	197 as the biology major capstone FFC 212 for ENG 140 in the B-1 area
	FFG 212 for ENG 140 in the b-1 area
Substitute OF	56 to satisfy a major elective
Substitute OF Allow HIST 2	56 to satisfy a major elective 01 equivalent to MATH 123
Substitute OF Allow HIST 2	3. TO \$1.
Substitute OF Allow HIST 2	3. TO \$1.
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Please reach out if you or anyone in your department has any questions.