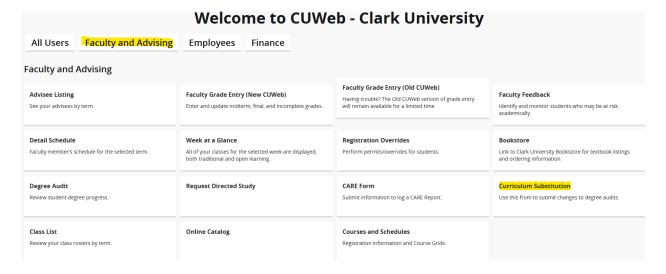
## **Substitutions or Exceptions**

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 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:	
	substitution applies to (for example, History major, Philosophy minor,
the Music major in hist	ory and criticism track, etc.)
Please describe the s	ubstitution or alterations you would like to make for this student's
program, some examp	
Count BIOL 297 a	as the biology major capstone
	212 for ENG 140 in the B-1 area
Allow HIST 256 to	o satisfy a major elective
Make TRN T001 e	equivalent to MATH 123
	Mr.
	777

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