

Guide to Entering Substitutions or Exceptions

Faculty advisors along with some Administrators 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 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 in to your ClarkYOU Account at <https://you.clarku.edu>
2. Click on **Advising** (under CUWeb)
3. Then the Curriculum Substitution link



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

