William F. Harrah College of Hotel Administration
Class Substitution Form

This form must be used WHENEVER there is a substitution made to a required course which appears on your program worksheet.

Signed form must be submitted to the Office for Student Advising for final approval.

Name __________________________________________ NSHE# ____________________________

Address __________________________________________

Phone __________________________ E-Mail Address __________________________

Are you currently enrolled at UNLV? □ Yes □ No

Are you a College of Hotel Administration Major? □ Yes □ No

If you expect to graduate within the next year, please give Semester _______ Year ___________

Required class that appears on worksheet: ______________________

Substitution Class ________________________ Semester you plan to enroll ______________________

JUSTIFICATION FOR SUBSTITUTION – Why do you need to substitute this required course?
(Ex. “I am graduating next semester and the course is not being offered.”)

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Signatures Verifying Action Taken

Student __________________________ Date _____________

Office of Academic & Student Affairs
( BEH 544) __________________________ Approved ______ Denied ______ Date ______

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