# LBC HISTORY, PHILOSOPHY, AND SOCIOLOGY (HPS)
# COURSE SUBSTITUTION FORM

Name: _____ Date: _____

PID: _____ Email: _____

*No course substitution is guaranteed.*
*Each substitution request is evaluated on a case-by-case basis.*

General Directions

1. Consult with your academic advisor before fully completing this form.
2. Submit your completed form to Dr. Richard Bellon's mailbox in E-34 Holmes Hall.
3. Email Dr. Bellon <bellonr@msu.edu> to inform him that you submitted the hardcopy form.
4. Dr. Bellon will notify you his decision and pass the form to the LBC advising staff for processing if the request is approved.

A successful upper-level HPS course substitute meets ALL of the following criteria:

A. The course contains sufficient HPS content.
B. The course is taught by an instructor with sufficient HPS training.
C. The course has no more than 40 students enrolled.
D. The course helps to fulfill Tier II writing requirements.
E. The course is either at the 300-level or the 400-level.
F. The class is not taught online.
G. The course may not be used to fulfill both the HPS requirement and a major requirement.

Questions:

1. What course do you propose as an upper-level HPS substitution? _____
   (To graduate with an LBC degree, you can use only ONE approved substitution.)
2. Staple a COMPLETE hard copy of the official course syllabus to this form. (Your request will only be processed with a complete course syllabus.)
3. Describe the HPS content of this class. What texts will you read? What topics will you discuss?

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4. How many students were enrolled officially in the course? (Check the Registrar's website.) _____

5. Describe how this course helps you fulfill your Tier II writing requirements.

**Approved / Not Approved by: _____ Date: _____**