



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 an academic advisor before fully completing this form.
2. Prior to the drop date, fill out the form, save it as a PDF to your computer, and attach it and the proposed course syllabus to an email to Dr. Sharon DeGraw at sdegrow@msu.edu.
3. Dr. DeGraw will notify you, and any advisor involved, of the decision.

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

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



Course-Related 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. Remember to submit the official course syllabus with 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?
4. How many students were enrolled officially in the course? Check the Student Information System course listing. (See HPS Substitution Form webpage for a tutorial video).
5. Describe how this course helps you fulfill your Tier II writing requirements.

Reviewed by:

Date:

Approved

Not Approved