جامعة قطر
QATAR UNIVERSITY

شؤون الطلاب
STUDENT AFFAIRS

Enrollment Management Department
Student Records Section

Substitute Course Request

This form should be completed by the student and sent through the College s/he is enrolled in to the Student Records Section for processing. This form can be used for a month when study starts at the beginning of the semester and for a month prior to the start of final exams. **Requests submitted after the deadlines will not be considered.**

Student Information								
QU ID:				Name:				
College:				Major/ Minor:				
Mobile:				E-mail:				
Course Information								
Required Course				Substitute Course				
Subj	No	Title	Credit Hours	Subj	No	Title	Credit Hours	Grade
Student Advisor								
Reason for Substitute Course Request:								
Advisor's Name:				Signature:			Date:	
Head of Department for the program to which the requested course belongs								
Comments (if any):								
Signature:				Date:				
Assistant Dean for Student Affairs in the college to which the student belongs								
Comments (if any):								
Signature:				Date:				

Student Records Use Only	
Comments:	
Signature:	Date:

Please direct inquiries to: 4403 3786/3792/6312 - 4403 3796/5953
E-mail: records@qu.edu.qa

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Please read the following terms carefully:

- This form is to be used ONLY if a course the student is required to study is phased out or if the study plan the student is assigned has changed.
- The request must NOT violate any of the University's academic rules.
- The Associate/Assistant Dean for Students Affairs for the College and the Department Head are responsible of making sure that all submitted forms are clear and complete.
- Forms that are incomplete will not be considered by the Student Records Section and will be returned to the respective College.
- Requests for substitute courses after the deadline are not allowed.
- A course may be used as a substitute only once towards graduation requirements.

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