

CELL STUDENT REQUEST TRANSFER/SUBSTITUTION

STUDENT INSTRUCTIONS

The department holds the right to approve or deny student requests for major substitutions or transfers. Approval for substitutions take 8-10 business days to process. Please include the following checklist items in an email to:

connie_provost@byu.edu

CHECKLIST

1. Include the substitution or transfer course title and course description
2. Which CELL course requirement you are wanting to use this substitution and which semester(s)
3. Attach the course syllabus with weekly topics outlined if requesting a transfer
4. Include any previous CELL substitutions you have been given
5. Attach a student statement explaining the reason you think this should be approved
6. Include the following information: netID, ID#, phone number, graduation date, total credits, BYU credits, # of BYU semesters.

EXAMPLE

Hi Connie,

I am a CELL major and I would like to request a substitution. Here are my checklist items:

1. I took MMBio 494R (Undergraduate Research) working with professor Jane Doe doing cancer research.
2. For Requirement 4, I would like to use 1 credit hour of MMBio 494R for CELL 295R (Spring 2020). And 3 credit hours of MMBio 494R for CELL 495R (Winter 2021).
3. Please see attachments for course syllabus and weekly topics
4. I have not had any other substitutions for my major
5. I would like to use this course because it is relevant research using similar lab techniques to those used in CELL labs. (such as PCR Analysis)
6. My netID is johndoe99, my student ID# is 01-234-5678, my phone number is 000-000-0000. I have 75 total credits, 60 BYU credits, and 4 completed semesters at BYU, I plan to graduate in April 2021.