SFL STUDENT SUBSTITUTION REQUEST

STUDENT INSTRUCTIONS

The department holds the right to approve or deny student requests for major or minor substitutions. Approval for substitutions take 3-5 business days to process. Please include the following checklist items in an email to your academic advisor.

Family Studies: Lesa_Snyder@byu.edu          Human Development: Heather_Sanborn@byu.edu

CHECKLIST

1. Include the substitution course title and course description
2. For which SFL requirement you are wanting to use this substitution
3. Attach the course syllabus with weekly topics outlined
4. Include any previous SFL substitutions you have been given
5. Attach a student statement explaining the reason you are requesting a substitution in regards to graduation and career goals
6. Include a summary of student record (ie. ID# Total Credits, BYU Credits, # BYU semesters)

EXAMPLE

Hi Heather,

I am a family studies major and I would like to request a substitution. Here are my checklist items:
1. I took FAML100 at BYU-I (course description goes here)
2. I would like to use FAML 100 for SFL 100 in requirement 1
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 in place of SFL 100 so I can continue to progress in my major.
6. My student ID# is 01-234-5678, I have 75 total credits, 60 BYU credits, and 4 completed semesters

Thank you!
Sincerely, John