

**The Paul Merage School of Business  
University of California, Irvine**

**PETITION FOR UNDERGRADUATE COURSE SUBSTITUTION**

Course substitutions must be approved by the Merage School faculty. A grade of "B" or better is required in any approved course. Lower-division courses may not be substituted for upper-division courses – no exceptions.

Given the required School approvals, students in the minor in Management, or minor in Accounting, may **substitute a maximum of one** of the seven required minor courses (EAP participants may substitute up to two of the seven required courses for the minor in Management, with prior Merage School faculty approval). Students may not substitute accounting courses or upper-division core courses for the minor/major – this includes MGMT 101, 102, 105, 107, 109, 110, and MGMT 130-series accounting courses.

Petitions are accepted on a quarterly basis, by Friday of the third week at 5:00p.m. Results will be emailed to students by the end of the quarter. For questions, please contact: [ugprograms@merage.uci.edu](mailto:ugprograms@merage.uci.edu).

**For EAP Participants:** students should check the EAP course catalog at [www.eap.ucop.edu](http://www.eap.ucop.edu) for a list of previously reviewed courses to see if it has been deemed upper-division by the UC. If the course you are petitioning is not listed in the catalogue, additional review time and information may be needed.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Which quarter(s) will you be studying abroad (for EAP only)?** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Request that I be permitted to substitute:**

**Course Number/Title:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Grade (if already completed):** \_\_\_\_\_

**For the following undergraduate course:**

**Course Number/Title:** \_\_\_\_\_

**SUBMIT THIS PETITION TO:**            **Merage School Undergraduate Programs**  
**SB2, Suite 202 (second floor)**  
[ugprograms@merage.uci.edu](mailto:ugprograms@merage.uci.edu)

**Note:** A course outline or description must be attached for the faculty to review. If your petition is approved, please follow up with our office once the course shows up on your UCI transcript (for DegreeWorks purposes).

**FACULTY:** Please indicate below if this substitution petition is approved.

\_\_\_\_\_ Approved  
\_\_\_\_\_ Not Approved

**Comments:** \_\_\_\_\_

**Faculty Signature (Merage School):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Associate Dean (Merage School):** \_\_\_\_\_ **Date** \_\_\_\_\_