

# SUBSTITUTION FORM

- FILM 20A, Intro to Film Studies**
- FILM 20B, Intro to Television Studies**
- FILM 20C, Intro to Digital Media**
- FILM 20P, Intro to Production Technique and Theory**

**Note:**

**This substitution form should be accompanied by a course syllabus and must be submitted to the Film & Digital Media Department for review.**

**Appropriate faculty reviews this form and you will be contacted with the results. If you cannot provide a syllabus from the course you have taken, specific information should be provided. There are additional instructions on the reverse side of this page.**

### **Part I – Student Information**

Name \_\_\_\_\_

Phone or E-mail \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

When course was taken: \_\_\_\_\_

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

**Your grade in this class was:** \_\_\_\_\_

### **Part II – Department Verification**

Transfer/transcript verified: \_\_\_\_\_

Other substitutions on file: \_\_\_\_\_

Verified by: \_\_\_\_\_

### **Part III – Faculty and Department Approval**

I agree that this request is appropriate: \_\_\_\_\_  
(Film & Digital Media Faculty)

This petition has been: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

Date \_\_\_\_\_ Chairperson \_\_\_\_\_



If you cannot provide a syllabus from the course you have taken, the following information should be provided as an attachment to this petition:

1. Your name, phone number, and e-mail
2. Where (name of college/university) and when did you take the course?
3. Title and number of course (this is **important** because we may have a copy of the syllabus already here in our office)
4. What textbook was used? Were readings from this text assigned or supplementary?
5. How often did the class meet during the week?
  - Was there an outside screening?
  - In addition to the lecture, were discussion sections required?
6. How many written papers were required during the semester? Length?
7. How was the final constructed? (e.g. written paper? final project? exam?)
8. Try to list the films screened for the course.
9. What periods or genres were covered in class? (e.g., silent films? international films? directors?)