



Section A: Student Biographical Information

| | | | |
|--|------------|----------------|---------|
| | | | |
| Last Name | First Name | Middle Initial | Date |
| | | | |
| VSU ID Number | Department | Major | Advisor |
| Is the student enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No Entering Freshman? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, which semester: _____ Transfer Student? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, which semester: _____ Graduating Senior <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, which semester: _____ | | | |

Section B: Course Substitution Information

List the Required Course to Meet Graduation/Degree Requirement(s) –

| | | | |
|---|---|---------------|---------------------------|
| | | | |
| Prefix/Number | Course Title | Credit Hours | CORE Area (if applicable) |
| <i>List Course(s) to Substitute for the Required Course – Attach appropriate support materials/syllabus as needed –</i> | | | |
| | | | |
| Prefix/Number | Course Title | Credit Hours | CORE Area (if applicable) |
| Grade Received | List the Institution where the course was completed | Semester/Year | Course was Completed |
| | | | |
| Prefix/Number | Course Title | Credit Hours | CORE Area (if applicable) |
| Grade Received | List the Institution where the course was completed | Semester/Year | Course was Completed |

Justification for the Request:

Section C: Approvals (Please route in order below)

| | | |
|---|------------------------------|------|
| | | |
| Academic Advisor (Print) | Academic Advisor (Signature) | Date |
| | | |
| Department Head (Print) | Department Head (Signature) | Date |
| | | |
| Dean/Director (Print) | Dean/Director (Signature) | Date |
| | | |
| Registrar (Print) | Registrar (Signature) | Date |
| | | |
| *[CORE Courses] VPAA (Print) | VPAA (Signature) | Date |
| | | |
| *[Graduate Courses] Graduate School (Print) | Graduate School (Signature) | Date |