



UNDERGRADUATE COURSE SUBSTITUTION FORM

Section A: Student Biographical Information

Last Name	First Name	Middle Initial	Date
VSU ID Number	Department	Major	Anticipated Graduation Date
Is the student enrolled?	<input type="checkbox"/> No <input type="checkbox"/> Yes	List Semester/Year: _____	
Entering Freshman?	<input type="checkbox"/> No <input type="checkbox"/> Yes	List Semester/Year: _____	
Transfer Student?	<input type="checkbox"/> No <input type="checkbox"/> Yes	List Semester/Year: _____	

Section B: Course Substitution Information: *List the Required Course(s) to Meet Graduation/Degree Requirement(s).*

Course #1) VSU Prefix/Number & Title	Credit Hours	*VSU CORE Area A-F (if applicable)
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List Course(s) to Substitute for Course #1:

Prefix/Number & Course Title	Institution where the course was completed	Grade	Semester/Year Completed	Credit Hours	*VSU CORE Area A-F (if applicable)

Course #2) VSU Prefix/Number & Title	Credit Hours	*VSU CORE Area A-F (if applicable)
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List Course(s) to Substitute for Course #2:

Prefix/Number & Course Title	Institution where the course was completed	Grade	Semester/Year Completed	Credit Hours	*VSU CORE Area A-F (if applicable)

Justification for the Request: *Attach appropriate support materials, syllabus, course description, transcript(s), etc. as needed*

Section C: Approvals (Please route in order below) *This form is not official until it has been signed by the Registrar.*

1) Academic Advisor (Signature/Date)	4) *[CORE A-F] AP for Academic Programs & Services (Signature/Date)
2) Department Head (Signature/Date)	5) Registrar (Signature/Date)
3) Dean/Director (Signature/Date)	

* Substitutions in the University CORE require approval by the Associate Provost for Academic Programs and Services.