



GRADUATE COURSE SUBSTITUTION FORM

Section A: Student Biographical Information

Last Name		First Name		Middle Initial	Date
VSU ID Number	Department	Major		Anticipated Graduation Date	

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

Course #1) VSU Prefix/Number & Title					Credit Hours
<i>List Course(s) to Substitute for Course #1:</i>					
Prefix/Number & Course Title	Institution where the course was completed	Grade	Semester/Year Completed	Credit Hours	

Course #2) VSU Prefix/Number & Title					Credit Hours
<i>List Course(s) to Substitute for Course #2:</i>					
Prefix/Number & Course Title	Institution where the course was completed	Grade	Semester/Year Completed	Credit Hour	

Course #3) VSU Prefix/Number & Title					Credit Hours
<i>List Course(s) to Substitute for Course #3:</i>					
Prefix/Number & Course Title	Institution where the course was completed	Grade	Semester/Year Completed	Credit Hours	

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) Associate Provost for Graduate Studies & Research (Signature/Date)
2) Department Head (Signature/Date)	5) Registrar (Signature/Date)
3) Dean/Director (Signature/Date)	