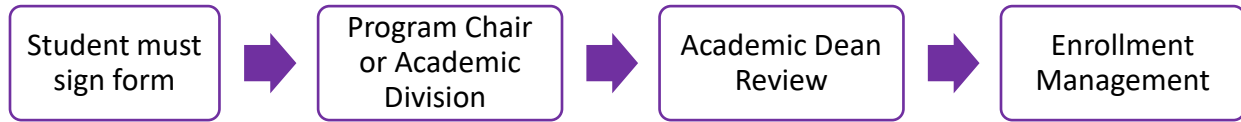


Course substitutions are generally granted by an Academic Division when a clear relationship exists between a required course and the desired course. An approved course substitution will appear in your advising report for the program and catalog listed below. Changing programs and/or catalog year may nullify the approval.



To be completed by student then submitted to the Program Chair:

ID#: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_@email.vccs.edu Phone: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

(required)

**\*\*Proposed Course Substitution**

**Required Course**

| Course Prefix | Course Number | Credits |   | Course Prefix | Course Number | Credits | Dean/Program Chair Signature |
|---------------|---------------|---------|---|---------------|---------------|---------|------------------------------|
|               |               |         | ➔ |               |               |         |                              |
|               |               |         | ➔ |               |               |         |                              |

\*\*student must be enrolled in the class or have transfer credit.

**After completing the above section, students should deliver this form (via email or in-person) to the appropriate program chair.**

To be completed by program chair and/or dean:

**Program Chair Review**       **Approved**       **Denied**

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chair's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Chairperson of student's program)

**Dean Review**       **Approved**       **Denied**

Dean's signature: \_\_\_\_\_ Date: \_\_\_\_\_