

## **COURSE SUBSTITUTION FORM**

Enrollment Management Hampton Campus, Kecoughtan Hall | Williamsburg Campus, Student Services

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.

S	Student n sign for		or A	am Chai cademic ⁄ision		Academic D Review	ean		Enrollment Management	
To be	complete	ed by stude	ent then su	ıbmitted	to the Prog	gram Chair:				
ID#: _		F	rirst Name	:Last Name:						
Email:@email.vccs.edu Phone:										
Progra	am of Stu	udy:				Cata	ılog Ye	ear:		
Student signature: Date: (required)										
**Prop	osed Co	ourse Sub	stitution	. ,		Require	d Cou	<u>ırse</u>		
Cou Pre		Course lumber	Credits		Course Prefix	Course Number	Cred	lits	Dean/Program Chair Signatur	
				$\rightarrow$						
				<b></b>						
**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	<b>d</b> [	☐ Denied			
Comments:										
Chair's signature:(Chairperson of student's program)				Date:						
Dean Review					Approved			Denied	d	
Dean's signature:						Da	te:			
Revised 7/23 EM Proce				essed by:			Date:			