

COURSE SUBSTITUTION REQUEST

VWCC Records Office • email: records@virginiawestern.edu / Fax: 540-857-6102

Procedures for Requesting Course Substitutions

Substitutions may not be made across unrelated academic disciplines (e.g. cannot substitute a math course to meet a foreign language requirement but may be able to substitute a psychology course for another social science course.) The student must have completed, be currently enrolled in, or successfully transferred the course to VWCC, for a substitution to be approved. The Course Substitutions Policy can be found at <https://www.virginiawestern.edu/about/legal-and-policies/policies/student-affairs/i-28/>.

1. The student initiates this request and must acknowledge the possibility that the substituted class may not be accepted for transfer to another college or university.
2. The advisor must provide written justification as to how the substitution meets the content and spirit of the requirement.
3. Once both the student and advisor have completed and signed the form, the advisor must forward it to the Academic Dean responsible for the program for which the substitution is being requested.
4. The Academic Dean will review the request, indicate approval or denial of the request, sign the form, and forward it to the Records Office.

To Be Completed by the Student:

Student Name:	Plan/Number:
EMPL ID (Required):	Catalog Year:

- ☐ I understand that this substitution does not guarantee the future transfer of any course to any other college or university, and that it is my responsibility to determine transfer acceptance by the school to which I am transferring.

Student Signature (required)

Date

To Be Completed by the Advisor:

Proposed Substitution	Grade	Credit		To Meet Requirement For:
			→	
			→	
			→	
Justification for Course Substitution (additional space provided on the back of this form):				

Advisor (Print Name)

Advisor Signature (required)

Date

☐ Approved

☐ Not Approved

Division Dean Signature (required)

Date

Records Office Use Only

Processed by: _____ Date: _____

5/2024

<div>Request for Course Substitution Justification Sheet</div>
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Student Name:	Student ID (required)
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