



Office of the Registrar
Virginia State University
P. O. Box 9217
Virginia State University, VA 23806

INSTRUCTIONS FOR COMPLETING SUBSTITUTION FORM

Substitution

If there is a need to substitute a course for student degree requirements a Substitution and Rationale form should be submitted. A course substitution is a course that takes the place of a required course in a curriculum, provided the course substitution meets the content and/or spirit of the requirement. The course that is used to substitute the degree requirements should meet or exceed the outcomes of the required course. A description of the course to be substituted and how it meets the content and spirit of the requirement must be attached to the request.

List each course number, title of each course and the course requirement to be substituted.

The form must be signed by the student's advisor, department chair of the student's current major, and the College Dean. If the Dean is not available to sign, it must be signed by the Vice Provost for Academic Affairs.

If required, this form should accompany the final degree audit for graduation.



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SUBSTITUTION FORM

_____	_____
Student's Name	V #
_____	_____
Major	College

REQUIREMENTS TO BE SUBSTITUTED

Course # & Title of Substitution Course	VSU Requirement to be Substituted

DATE

ADVISOR'S SIGNATURE

DATE

CHAIRPERSON'S SIGNATURE

DATE

DEAN'S SIGNATURE

By signing above, I certify that I have reviewed these documents; that the information presented is accurate to the best of my knowledge; and that this form and adjoining documents are ready to be processed for final certification. If the Dean is not available to sign this form it must be signed by the Vice Provost for Academic Affairs.



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SUBSTITUTION RATIONALE FORM
(Must accompany all Substitution Forms)

Please provide a rationale for EACH substitution listed on the Substitution Form. Rationale for substituted course(s) shall be based upon program objectives and provide an opportunity for students to meet or exceed like outcomes to those in the required course(s).

Provost Office Use Only
(Late Submissions Only)

_____ Approved _____ Not Approved

Signature _____ Date _____

Registrar's Office Use Only

_____ Approved _____ Not Approved

Signature _____ Date _____