



INSTRUCTIONS: STUDENT— Please meet with your advisor when completing this form. Fill out Section One. ADVISOR—Assist in completing Section Two. Once information is provided, the Department Chairperson and College Dean must sign and submit original to the Office of Registration and Records, 128 Ferrell Hall.

SECTION ONE: Student Information

Name: _____ WVSU Student I.D. #: A _____
(Local) (First) (M.I.)
Local Address: _____ City, St, Zip: _____
Phone: _____ Email: _____
Major: _____ Catalog Year: _____
Minor: _____

SECTION TWO: Action Type and Course Information

The above student is requesting the following change to be allowed in his/her program of study. (select one)

For: Gen Ed. Requirement Major/Minor Requirement

Substitute:

Use Course: _____ FOR Required Course: _____
(subject, number and title) (Academic Requirement subject, number and title)

Waive the following: _____
(course waiver does not exempt student from required hours for graduation)

Reason for Substitution/Waiver: _____

Is this course a transfer course? Yes No

If yes, provide name of transfer institution: _____

SECTION THREE: University Officials Approval

Department Chairperson-Remarks and Recommendation: _____

Signature: _____ Date: _____

College Dean-Remarks and Recommendation: _____

Signature: _____ Date: _____