

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 r sign for		or A	am Chaii cademic ⁄ision		Academic D Review	ean		Enrollment Management		
To be completed by student then submitted to the Program Chair:											
ID#: _		F	rirst Name	:Last Name:							
Email:@email.vccs.edu Phone:											
Progra	am of St	udy:				Cata	ılog Ye	ear:			
Student signature: Date: Date:											
**Proposed Course Substitution Required Course											
Cou Pre		Course Number	Credits		Course Prefix	Course Number	Cred	dits	Dean/Program Chair Signatur		
				→							
				→							
**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	d [☐ Denied				
Comments:											
Chair's signature:(Chairperson of student's program)					Date:						
Dean Review					Approved			Denie	d		
Dean's signature:						Da	te:				
Revised 7/23 EM Proce				essed by:			Date:				