

To take full advantage of the functionality of this dynamic form, you must **save it to your computer** and then fill it out in **Adobe Acrobat Reader or Acrobat Pro**.

After filling out the form, email it to the appropriate AVP or Dean  
**Include all supporting documents as additional attachments in the email**

**STUDENT INFORMATION**

Last Name:  First Name:

Address:  Student ID Number:   
Campus Location:

Area of Concentration (If area of emphasis, please specify both):

**OPTION REQUESTED**

- Prerequisite or requisite course waiver(s):
- Core course substitution
- Prior approval for transfer of credit
- 9 hours in one session
- Hours in excess of 36 (V.A. students only)
- Directed study (Used only when on-ground or online options are not available.)
- Other

**RATIONALE**

Provide detailed rationale for this request. Make sure to include any supporting documentation as additional attachments when emailing this form. *NOTE: School of Education students must meet with their advisors for appropriate documents.*

Submitted by:  Phone Number

Email:

## ADMINISTRATIVE RESPONSE

APPROVED

Documentation included in request

Contingent upon receipt of documentation

Comments

DISAPPROVED

Comments

Signed:

Campus Director (if applicable)

Signed:

Assistant Provost/Dean/AVP/Advising