VIRGINIA PENINSULA
COMMUNITY COLLEGE

Course Substitution Request

Part I. (Student completes - See below for instructions)

Name _____Student ID _____ Date_____

VPCC/VCCS Email_____Telephone_____ Catalog Year_____

Program of Study_____ AA AFA AS AAA AAS Certificate CSC

Substituted Course Information				Required Course Information		
Course Prefix	Course Number	Credits	**For**	Course Prefix	Course Number	Credits
			➔			

Part II. To be completed by a counselor/academic advisor for submission to the academic dean or the Office of the Enrollment Services.

- ☐ I have reviewed this student's academic records and believe this request warrants consideration by the academic dean.
- ☐ I have reviewed the student's academic records and do not believe this substitution request warrants further consideration.
- ☐ Based on information documented in the course substitution library, this request should be approved.

It is understood that this form is used only for substitution of Virginia Peninsula courses and/or courses that have been officially evaluated from other colleges/universities and accepted by VPCC for credit. If approved, the substituted course is applicable only to the curriculum listed. If the degree level is AA, AFA or AS, it is further understood that the transferability of the substituted course will be determined by the receiving institution.

_____ _____
Student Signature Date

_____ _____
Academic Advisor/Counselor Signature Date

Part III. Academic Division Dean or Designee Review (if necessary)

☐ **Approved** ☐ **Denied**

Justification for Course Substitution Denial:

_____

_____

_____ _____
Dean or Designee Signature Date

Instructions: **Student:** Complete Part 1, submit form to Academic Advisor/Counselor
Academic Advisor/Counselor: Review form with student and determine next steps (form sent to Dean or Enrollment Services)
Dean/Designee: Review request, indicate action, sign (Part III) and forward to Enrollment Services.
Enrollment Services: Update data, forward copy to division, provide copy to student.

Office Use:
Received by _____ Date _____
Notification to Division _____ Date _____
Notification to Student _____ Date _____

White: Enrollment Services Yellow: Academic Division Pink: Student

Revised June 2022