



INSTRUCTIONS: STUDENT— Please meet with your advisor when completing this form. Fill out and sign 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: (Last) (First) (M.I.) WVSU Student I.D. #: A

Local Address: City, St, Zip:

Phone: Email:

Major: Catalog Year:

Minor:

Student Signature: Date:

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: (subject, number and title) FOR Required Course: (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: