



Course Substitution / Waiver Request

Part I. Student Information

Name:

Date:

Emplid:

Program of Study:

Student Info (transfer school/program/career goal):

Evidence Submitted:

Advisement Report

TransferVA

Other:

Part II. Course Information

Course Required on the Advisement Report			VCCS Course to be Substituted			
Subject	Number	Credits	Semester/Year Course Was Taken	Subject	Number	Credits

Advisor: Provide justification:

Department Chair: Provide justification:

Student Signature:

Date:

Advisor Signature:

Date:

Program Chair Signature:

Date:

Part III. Chief Academic Officer Review

Approved

Denied

Comments:

Chief Academic Officer Signature:

Date:

Part IV. Registrar Processing**Processed by:****Date:**

Registrar 5/2024

Notes:

It is the policy of Eastern Shore Community College and the Virginia Community College System to provide equal employment and educational opportunities for all persons without regard to race, color, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), status as a veteran, national origin, or other non-merit factors (including, but not limited to, political affiliation and genetic information). This policy permits appropriate employment preference for veterans.