COURSE REQUEST FORM

NAME_____   Student ID Number [ ][ ][ ][ ][ ][ ][ ][ ]

Last   First   MI

INSTRUCTIONS Print Clearly   SEMESTER   Fall ☐   Summer ☐   Spring ☐   YEAR _____

1. Check the appropriate transaction box.

2. Select alternates for courses you are adding.

3. Course information may be found in the Schedule of Classes

☐ Add for credit
☐ Add for audit   Course Ref. No. [ ][ ][ ][ ][ ]   Subj. [ ][ ][ ]   Course [ ][ ][ ]   Sec. [ ][ ][ ]   Cred. [ ]
☐ Drop
☐ Withdraw   Alternative Selection: Course Ref. No. [ ][ ][ ][ ][ ]   Subj. [ ][ ][ ]   Course [ ][ ][ ]   Sec. [ ][ ][ ]   Cred. [ ]

☐ Add for credit
☐ Add for audit   Course Ref. No. [ ][ ][ ][ ][ ]   Subj. [ ][ ][ ]   Course [ ][ ][ ]   Sec. [ ][ ][ ]   Cred. [ ]
☐ Drop
☐ Withdraw   Alternative Selection: Course Ref. No. [ ][ ][ ][ ][ ]   Subj. [ ][ ][ ]   Course [ ][ ][ ]   Sec. [ ][ ][ ]   Cred. [ ]

☐ Add for credit
☐ Add for audit   Course Ref. No. [ ][ ][ ][ ][ ]   Subj. [ ][ ][ ]   Course [ ][ ][ ]   Sec. [ ][ ][ ]   Cred. [ ]
☐ Drop
☐ Withdraw   Alternative Selection: Course Ref. No. [ ][ ][ ][ ][ ]   Subj. [ ][ ][ ]   Course [ ][ ][ ]   Sec. [ ][ ][ ]   Cred. [ ]

☐ Add for credit
☐ Add for audit   Course Ref. No. [ ][ ][ ][ ][ ]   Subj. [ ][ ][ ]   Course [ ][ ][ ]   Sec. [ ][ ][ ]   Cred. [ ]
☐ Drop
☐ Withdraw   Alternative Selection: Course Ref. No. [ ][ ][ ][ ][ ]   Subj. [ ][ ][ ]   Course [ ][ ][ ]   Sec. [ ][ ][ ]   Cred. [ ]

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☐ Add for audit   Course Ref. No. [ ][ ][ ][ ][ ]   Subj. [ ][ ][ ]   Course [ ][ ][ ]   Sec. [ ][ ][ ]   Cred. [ ]
☐ Drop
☐ Withdraw   Alternative Selection: Course Ref. No. [ ][ ][ ][ ][ ]   Subj. [ ][ ][ ]   Course [ ][ ][ ]   Sec. [ ][ ][ ]   Cred. [ ]

All students: I understand I will not receive credit for these courses if my academic eligibility is not established.

Graduate students: I am prepared to document that I meet the requirements and prerequisites from the listed graduate-level course(s) as outlined in the current graduate bulletin and understand that I may be removed from the course(s) if I am not qualified.

Special undergraduates: Special non-degree seeking undergraduates are limited to 11 credit-hours per semester.

I affirm that I have read and abide by the University Honor System Policy, University Code of Ethics, University Academic Regulations and Student Financial Responsibility Statement contained in the VCU Bulletins.

Further I affirm that I will abide by VCU policies pertaining to responsible conduct of research, including the protection of human and animal research subjects, and that I have completed or will complete relevant training required by VCU and appropriate sponsoring agencies. For more information visit *www.research.vcu.edu*.

STUDENT SIGNATURE _____   DATE _____

Office of the University Registrar use only

Date: _____   Initials: _____

VCU Strategic Enrollment Management and Student Success