



Student Request (SR)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student J# \_\_\_\_\_ Cell Phone# \_\_\_\_\_

STUDENT TYPE

Undergraduate [ ] Graduate [ ] Other [ ] Catalog Year \_\_\_\_\_

Current Major(s) \_\_\_\_\_ Concentration \_\_\_\_\_

Current Minor(s) \_\_\_\_\_ Certificate(s) \_\_\_\_\_

Are you requesting to enroll in a graduate course? [ ] Yes (limit of 6 credits) [ ] No

REQUEST - Provide a brief statement defining WHAT is being requested: (For course substitutions, list course(s)/hours to substitute. In-progress (IP) courses cannot be processed until the end of the term.)

If SR pertains to a particular course, provide relevant information. (If transfer credit is involved, note institution after course title.)

Course Number \_\_\_\_\_ Course Title/Institution \_\_\_\_\_ # Credits \_\_\_\_\_ Instructor \_\_\_\_\_
Term when course was or will be taken: [ ] Fall [ ] Fall Intersess [ ] Spring [ ] Spring Intersess [ ] Summer
Year \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title/Institution \_\_\_\_\_ # Credits \_\_\_\_\_ Instructor \_\_\_\_\_
Term when course was or will be taken: [ ] Fall [ ] Fall Intersess [ ] Spring [ ] Spring Intersess [ ] Summer
Year \_\_\_\_\_

RATIONALE - Provide supporting statement explaining WHY request is necessary: (Attach additional sheets as needed.)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please work with your academic advisor and/or department to complete this form. Use your JSU email account for all electronic submissions.

Attention - For authentication purposes, student must obtain signature(s) listed below.

Academic Advisor Signature \_\_\_\_\_ Print Last Name \_\_\_\_\_ Date \_\_\_\_\_

Faculty Mentor/Instructor Signature \_\_\_\_\_ Print Last Name \_\_\_\_\_ Date \_\_\_\_\_

Chair Signature \_\_\_\_\_ Print Last Name \_\_\_\_\_ Date \_\_\_\_\_

Dean Signature \_\_\_\_\_ Print Last Name \_\_\_\_\_ Date \_\_\_\_\_

Faculty, please return this form to the registrar's office via the electronic method noted below.

Processed by: \_\_\_\_\_ Date \_\_\_\_\_ 07/12/2021