



## 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) to substitute. In-progress (IP) courses cannot be processed until the end of the term.)

Provide all course information in the spaces provided below. Use multiple student request forms for substitutions of multiple courses. Incomplete forms will not be processed and will be returned to your department for review/updates.

Course Number	Course Title	# Credits	Instructor
Term when course was or will be taken: Year _____	Fall      Fall Inter.	Spring	Spring Inter.      Summer

Course Number	Course Title	# Credits	Instructor
Term when course was or will be taken: Year _____	Fall      Fall Inter.	Spring	Spring Inter.      Summer

**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 signatures listed below.

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

Department Chair Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Processed by: \_\_\_\_\_ Date \_\_\_\_\_ 5/10/2023