



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: <input type="checkbox"/> Fall <input type="checkbox"/> Fall Intersess <input type="checkbox"/> Spring <input type="checkbox"/> Spring Intersess <input type="checkbox"/> Summer	Year _____		

Course Number _____	Course Title/Institution _____	# Credits _____	Instructor _____
Term when course was or will be taken: <input type="checkbox"/> Fall <input type="checkbox"/> Fall Intersess <input type="checkbox"/> Spring <input type="checkbox"/> Spring Intersess <input type="checkbox"/> 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 _____	07/02/2021
---------------------	------------	------------