Course Approval Form

Student Name______________________________________________________________

ASU Student ID #____________________________________________________________

When to Use: This form is for undergraduate students using VA educational benefits who are
enrolled in a course (or courses) that show in the student’s Degree Audit Report under the
section entitled “Hours Not Used to Meet Specific Requirements.” However, the courses may
be certified for VA benefits with the approval of an academic advisor, provided they are:
• Departmental approved course substitutions/exceptions
• Departmental approved electives
• Allowable as part of the student’s certificate, minor, or dual major
• Prerequisites for the student’s current degree program or graduate school eligibility

Directions: Students should list course information below, then forward to their academic
advisor for determination and signature, and then send final copy to PTVCforms@asu.edu.
Student and/or advisor questions should be directed to ptvc@asu.edu or call (480) 965-7723.

Note: Students seeking to validate additional courses in their graduating semester under VA’s
“round out” policy should complete PTVC’s Round Out Approval Form.

Semester_________________________    Degree Program______________________________

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<th>Course Prefix and Number</th>
<th>Course Title</th>
<th>Does Apply</th>
<th>Does NOT Apply</th>
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Academic Advisor Email__________________________________________________________

Academic Advisor Printed Name__________________________________________________

Academic Advisor Signature______________________________________________________ Date __________________

Submit completed form to PTVCforms@asu.edu Fax: (480)522-3058

For questions, please email ptvc@asu.edu, or call (480)965-7723

PTVC (4/22)