ASU **Pat Tillman Veterans Center**
Arizona State University

Round Out Approval Form

Student Name_____

ASU Student ID #_____

When to Use: This form is for students using VA educational benefits who are seeking approval to add courses during their graduating term under the VA's Round Out policy.

Policy: VA students in their **graduating term** are allowed to "round out" their schedules with additional **core classes** if they don't have enough required courses to meet full-time status.

Round Out course(s) *must*
- Be taken during the student's graduating term
- Be specified by name in a student's approved curriculum/major map as fulfilling a core requirement (to include any **Suggested Electives** from the major map list)
  - *For example, a student is enrolled in the BS Communications academic program and has not previously taken COM 321. Advisors may approve this course because it is listed in ASU's published program major map as an option towards fulfilling a core requirement.*

Round Out course(s) *must not*
- Begin in a session of the graduating term **after** the last required course has ended
  - *For example, a Session B course cannot be added if the student's last required course was completed during Session A.*
- Have been previously completed, regardless of the grade earned
- Take a student beyond full-time status, once full-time status has been attained

Directions: Students should list their desired round out courses below, forward to their academic advisor for approval and signature, and then send final copy to PTVCforms@asu.edu.

Semester_____ Degree Program_____

Course Prefix and Number	Course Title	Credit Hours

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