

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 *current* 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 ASU degree program or ASU 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: Classes that are successfully completed may not be certified again for VA purposes, if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful program completion, that class may be repeated and certified to the VA again.

Semester _____ Degree Program _____

Course Prefix and Number	Course Title	Does Apply	Does NOT Apply
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Academic Advisor Email _____

Academic Advisor Printed Name _____

Academic Advisor Signature _____ Date _____

Submit completed form to PTVCforms@asu.edu