REQUEST FOR COURSE VARIANCE

**Important:** In order to receive credit for a course not listed for MHS credit in the course catalog or on GEO’s list of approved courses [https://webapp.mis.vanderbilt.edu/more/SearchAbroadCourses.action](https://webapp.mis.vanderbilt.edu/more/SearchAbroadCourses.action), submit this form to MHS Administrative Offices in Calhoun 300. Requests will be reviewed by faculty on the first Tuesday of each month and the student will be notified of decision.

Student (full) name: ______________________ Year Graduation: ______  Date: ______________

<table>
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<tr>
<th>Course title:</th>
<th>Instructor name:</th>
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<tr>
<th>Course (Dept) Prefix</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Semester taken</th>
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Provide the following information.

1. Attach a course syllabus.

2. Credit requested:
   - □ MHS Elective
   - □ MHS Concentration (specify): ______________________________

3. Explain why the course should count as an elective or concentration course:

………………………………………………………………………………………………………………

**MHS USE ONLY**

 □ Approved
 □ Not approved
   Decision: Name ______________________ Date: ______________
   Student contacted with result: Name ______________________ Date: ______________
   Registrar contacted with request: Name ______________________ Date: ______________

**Please note: registrar is not to be contacted until after course is completed and grades submitted**