

INSTRUCTIONS: This form is only required for Freshman and Sophomore Cadets who are unable to take MGT 1945/6 or MGT 2945/6. Mandatory fields outlined in red. Once you have the form filled out - 1) Contact your advisor to verify no other section is available to avoid an excusal request; have advisor sign statement at bottom. 2) Deliver to the Director, Rice Center for Leader Development for approval. 3) Submit to 244 Lane Hall, or as attachment to leketa@vt.edu before deadline listed below.

CORPS COURSE EXCUSAL REQUEST FORM

Date of Request:

Last Name:

Email:

First Name:

Company:

Class that conflicts with Corps Course:

Course / Course #:

CRN:

Instructor:

Day(s) class meets:

Time class meets:

Reason for Conflict:

Steps taken to resolve conflict:

If this excusal request is approved, I understand I am responsible for completing a total of four Corps Academic Offerings prior to graduation from the Corps of Cadets. Corps Academic Offerings missed during Freshman and Sophomore years may be substituted by MGT 3945/6, MGT 4945/6 or MGT 3804.

Corps Course Excusal is: Approved: _____ Disapproved: _____

Signature: _____ Date _____
Director, Rice Center for Leader Development

I, _____, affirm that this cadet must take this section of this course this semester to remain in track to graduate and that no other sections of this course exist that can be taken this semester.

_____ Date _____
signature of academic advisor

(Completed form due to 244 Lane Hall no later than noon on Friday of the First week of classes)