CASA PROGRAM CREDIT SUBSTITUTE REQUEST FORM

Name: __________________________ CASA Coach: __________________________

Email: ________________________@villanova.edu ID: __________________________

Name of Event: ________________________________

Date, Time, & Location of Event: _____ / ____ / ______, ____ : ____ a.m./p.m., __________________________

Sponsoring Department, Organization, or Club: ________________________________

** ******************************************
Why did you attend this event? ____________________________________________________________

Please give a brief overview of this event. ________________________________________________

Specifically, what did you gain from this program (i.e., information you learned, connections you made, new experiences, inspiration/motivation to do something, etc.)? ____________________________________________________________

Would you recommend this program to someone else? To whom? Why or why not? ________________ 

Which program category does this program satisfy? [ ] Academic [ ] Professional
[ ] Social

** ******************************************
By signing below, I certify that the information provided on this form is correct. I understand that failure to provide accurate and truthful information on this form will be grounds for credit denial and potential disciplinary action.

Signature of CASA Student: __________________________ Date: ____ / ____ / ______

Name of Event Coordinator/Presenter/Sponsoring Professor: ________________________________

Title of Coordinator (Professor, President, Chair, Guest Speaker, etc.): __________________________

Signature of Coordinator: __________________________ Date: ____ / ____ / ______

** ******************************************
Please return this form to the designated folder in the CASA Office within 72 hours of the end of the event. Forms must be dated, timestamped, and initialed by a CASA faculty member or Graduate Assistant. If this portion of the form is completed by the student, it will not be considered for credit. Forms submitted more than 72 hours after the event or without a CASA employee’s date, timestamp, and initials will not be considered for credit. If any portion of this form is left blank, it will not be considered for credit. Approval/denial of credit is at the discretion of the CASA Program Coordinator. Please contact casaprogramming@villanova.edu with any questions or concerns.