



Course Substitution

Instructions for Students: Please complete the request, save an electronic copy for your records; forward the completed request as an email attachment (PDF file) to the necessary Department Chair as well as copying the email to your current advisor. Once your request is approved your request will be forwarded to the Registrar's Office for processing. Please note that by submitting this request you are agreeing to the terms and conditions in this request and any related policies and/or procedures in the current Academic Catalog.

Student's Name (Last Name, First): _____

Major: _____ Minor: _____

Class Level: _____ Advisor: _____ Ant/Degree Date: _____

I am requesting that Franklin College consider the following item as an exception to policy:

Rationale *(Please state concisely the reasoning behind your request):*

Instructions for Advisors:

- 1) Please note your approval/denial of a request in the space provided on this form.
- 2) Print to Adobe PDF or PDF Creator
- 3) Email the Approved form to registrar@fc.edu for processing

As Dept. Chair I authorize (Course) _____			
to be substituted with (Course) _____			
Dept. Chair Approval		Date	