

## **SUBSTITUTION FOR A REQUIRED COURSE**

### **STEP 1: STUDENT**

FRC ID #: \_\_\_\_\_

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Last Name

First

Initial

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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### **STEP 2: INSTRUCTOR/ADVISOR**

Course ID Number or General Ed Area to be substituted: \_\_\_\_\_

Substitute Course: \_\_\_\_\_

Justification for Substitution: \_\_\_\_\_

Instructor's/Advisor's Signature

Date

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### **STEP 3: DEAN OF INSTRUCTION (Administration Building)**

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Comments \_\_\_\_\_

Dean of Instruction's Signature

Date

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### **STEP 4: REGISTRAR (Admissions & Records Office)**

☐ GE      ☐ Major Requirement \_\_\_\_\_      ☐ Email sent to student  
Major

Registrar's Signature

Date

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### **RECORDS OFFICE USE ONLY**

Received by \_\_\_\_\_

Date \_\_\_\_\_