The student must attach the following documents to this request:

- Degree audit from DegreeWorks
- Unofficial transcript from institution course was originally taken at
- Syllabus for required course and requested substitution course
- Course description if not included in the syllabus

Program of Study: ____________________________________________

Complete the appropriate section of the form below. The Provost makes final decisions for course substitution requests and effective catalog adjustment requests. The student will be notified of the decision by a message to his/her MyFKCC email account.

### Course Substitution Request

<table>
<thead>
<tr>
<th>Required Course (Course prefix, number and title)</th>
<th>Requested Substitution (Course prefix, number and title)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Justification/Reason to use a different course other than the course required in the program: ____________________________

Student’s Signature: ____________________________ Date: __________

Advisor/Program Director’s Signature: ____________________________ Date: __________

☐ Support student’s request ☐ Do not support request

Subject Matter Expert’s Signature: ____________________________ Date: __________

☐ Approve request ☐ Disapprove request Reason for disapproval: ____________________________

Dean’s Signature: ____________________________ Date: __________

☐ Approve request ☐ Disapprove request Reason for disapproval: ____________________________

Provost’s Signature: ____________________________ Date: __________

☐ Approve request ☐ Disapprove request Reason for disapproval: ____________________________

Registrar Use Only:
Entered into Degree Audit
Date: __________ Initials: __________

CM 10/28/11