FTCC logo

Course Substitutions and/or Relocation of Credits in EVAL Request Form

(Also available in DocUSign.)

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| --- | --- | --- | --- | --- | --- |
|  | **Purpose of Request: For Graduation** | | | | |
|  |  |  |  | |  |
| **TO:** | **Registrar** |  |  | |  |
|  |  |  |  | |  |
| **THRU:** |  |  | **Approved** | |  |
|  | **Program Area Dean** |  | **Unapproved** | | **(Initials / Date)** |
|  |  |  |  | |  |
| **THRU:** |  |  | **Approved** | |  |
|  | **Division Chair** |  | **Unapproved** | | **(Initials / Date)** |
|  |  |  |  | |  |
| **THRU:** |  |  | **Approved** | |  |
|  | **Department Chair / Program Coordinator** |  | **Unapproved** | | **(Initials / Date)** |
|  |  |  |  | |  |
| **FROM:** |  |  |  |  | |
|  |  |  |  | |  |
| **DATE:** |  |  |  | |  |

I recommend the following course substitutions and/or relocation of credits in EVAL be permitted:

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| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **(Student's Name)** |  | **(Datatel IDN)** |  |  | **(Curriculum Code)** |

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| --- | --- | --- | --- |
| **SUBSTITUTIONS** | | | |
| **COURSE (CREDIT HOURS)** |  | **COURSE (CREDIT HOURS)** | **JUSTIFICATION/COMMENTS** |
| Ex: COM 231 (3) | For | ENG 115 (3) |  |
|  | For |  |
|  | For |  |
|  | For |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RELOCATION OF CREDITS IN EVAL** | | | | | | |
| **COURSE** | **MOVE FROM SECTION** | **MOVE TO SECTION** | | **COURSE** | **MOVE FROM SECTION** | **MOVE TO SECTION** |
| Ex: BIO 283 | Other Courses | Other Major Requirements | |  |  |  |
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| **Distribution: Advisor**  **Department Chair** | | | **Student Folder**  **VA Office (if applicable)** | | | |