



COURSE SUBSTITUTION
PROGRAM REQUIREMENT WAIVER
REQUEST FORM

Students may request that a course previously taken be substituted for a specific course or degree requirement of a program at Fletcher Technical Community College. The course must have been completed with a C or better and be from an accredited academic institution. Students may request a course waiver based on experience, knowledge, or training received at a non-academic training facility. The experience, knowledge, or training must be equivalent in time and content to the course being waived.

Student Information

Student Name: Student ID#:

Program Information

Program: Concentration Area (if applicable):
Award Type: Catalog Year:

Course Information (Complete either Section A or Section B)

A. Course Substitution

I have taken the following course:

Course Name:
Course Number:
Credit Hrs.:
Completed At:

I would like to substitute it for this FTCC course:

Course Name:
Course Number:
Credit Hrs.:

B. Course Waiver (Documentation of experience/knowledge/training must be attached.)

I have gained the necessary experience, knowledge, or training for this program requirement by:

I would like to use this experience, knowledge, or training to waive the following FTCC program requirement:

Signatures

Student Signature: Date:
Program Instructor/Advisor: Date:
Department Head/Dean: Date:

AFTER OBTAINING ALL SIGNATURES, SUBMIT FORM TO THE OFFICE OF STUDENT AFFAIRS.

Registrar's Signature: Date Recorded: