

DIRECTIONS

1. This form is for use by students and Faculty.
2. Download a copy of this CCC General Request Form and Course Substitution Form.
3. Complete Section A on the top portion of the form.
4. Sign and date the form.
5. Section B must be completed by the student's Academic Advisor or Department Chair.
6. Return the completed form to the CCC Director located at 2148 Fenton Hall.
7. You will be contacted via e-mail regarding a determination within 7-10 business days.

Note: If additional information is needed, you will be contacted via e-mail.



CCC General Request Form & Course Substitution Request Form
College Core Curriculum Program

Section A – Student Information and Nature of Request
(Please print all information)

Name of Student:
Major:
Fredonia ID #:
Fredonia E-mail Address:
Name of Academic Advisor:

Indicate CCC Category that this pertains to:

Reason for Request (use back if more space is needed):

Print Name of Person Submitting Form Signature of Person Submitting Form Date

Note: Section B must be completed before submitting to CCC Director, Dr. Simmons, at 2148 Fenton Hall.

Section B – To Be Completed By Academic Advisor Or Department Chair of Student’s Major

I have reviewed and discussed this request with the student. In addition, I offer the following comments:

Print Name of Advisor or Dept. Chair Signature of Advisor or Dept. Chair Date

Section C – To Be Completed By CCC Director

I have reviewed the above request and determined the following:

Approved Not Approved

Signature of CCC Director Date

