



PETITION for COURSE SUBSTITUTION OF CERTIFICATE/DEGREE REQUIREMENTS

Name

Expected semester of graduation

Mailing Address

Title of Degree/Certificate

City, State, Zip

Student ID#

Important Information

This petition requests the relevant department to substitute a course(s) from either CCC or another college or institution for a course that is required for a degree or certificate. While courses may be substituted, **units may not be waived**. Documentation must be provided. Official transcripts must be on file or provided at the time of submission. Please provide course descriptions for any non-CCC work. All petitions should accompany the request for graduation.

Only one department/subject per form is allowed.

Requested Substitution Title	Substitution Course Name	Units	Grade	Where Taken	Required Course

If there are any required units remaining after substitution, they shall be met with the following course:

Course Title	Course Name	Where Taken	Grade	Units Covered

Reason: _____

Student Signature

Date

Telephone#

Statement to the department/dean

This course substitution form is being sent to the appropriate department because Admissions could not determine a course equivalency. Please review the attached course and course description in order to determine if the course/s satisfies the requirement for graduation. The age of the course submitted for review cannot be a determining factor in review, unless specified otherwise in the catalog. Please ensure all units are accounted for. **Please return to A&R within 10 business days of receipt.**

Action of Program Lead/Department Chair:

Approved Denied

Signature _____

Action of Division Dean: (Optional)

Approved Denied

Signature _____

Comments: _____

Required Documentation Attached (if applicable): Course Description, Copy of the Transcript, Proof of Institutional Accreditation.