

PETITION FOR COURSE SUBSTITUTION

CHECK ONE:

- ☐ CERTIFICATE OF ACHIEVEMENT
☐ CERTIFICATE OF SPECIALIZATION
☐ GWC AREA OF EMPHASIS
☐ GWC MAJOR (NOT FOR USE WITH AA-T/AS-T: MUST SEE A COUNSELOR FOR APPROVAL)

STEPS TO PETITION:

1. Complete Sections A, B, C (Print clearly in black or blue ink only)
2. Attach supporting documentation (Course Description)
3. Obtain the necessary signatures: CTE programs or AA Major/Area of Emphasis: - Chair of the Department
- Division Dean
4. If you are using courses from an outside institution for graduation purposes, **please submit an official transcript.**
5. Submit completed form to the Records Counter in the Admissions and Records Office.

A. STUDENT INFORMATION

Name: _____ Student ID # **C** _____

DOB: ____ / ____ / ____ Phone: (____) ____ - ____

B. PROGRAM OF STUDY

Title of Degree or Certificate _____ Applicable Catalog Year _____

REQUIRED COURSE(s)

COURSE(s) / EXPERIENCE BEING USED FOR SUBSTITUTION

_____	_____
_____	_____
_____	_____
_____	_____

C. SUPPORTING DATA

STUDENT - A course description for each course MUST be provided and attached if taken at another college/institution.

DEPARTMENT CHAIR/DEAN - Please provide a written explanation for substitution justification.

IMPORTANT: Substitutions will not be approved without sufficient documentation or explanation.

Department Chair's Signature _____ Date ____/____/____

Department Chair's Name _____ Ext. _____

Division Dean's Signature _____ Date ____/____/____

Division Dean's Name _____ Ext. _____

OFFICE USE ONLY

Received Date ____/____/____ INITIALS _____

