



## Petition for Course Substitution

### Instructions:

1. Attach unofficial transcript(s) and the course description from each college/university attended for the requested course(s).
2. Submit completed petition, transcript and supporting documents to the Department Chair and Division Dean for review.
3. If approved, the request will be processed by the campus A&R office. If denied, you will be notified by the campus Division Dean's Office.

### STUDENT INFORMATION

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_  
*Last First Middle*

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**College:** \_\_\_\_\_ **Major:** \_\_\_\_\_ **Elective:** \_\_\_\_\_

**Term:** ☐ Fall ☐ Spring ☐ Summer Year 20\_\_\_\_\_

☐ I request to substitute: \_\_\_\_\_ for \_\_\_\_\_  
Dept/Course No. (i.e. NUTR 10) College (i.e. Foothill College) Units Dept/Course No. (i.e. NUTR 10) Units

☐ I request to substitute: \_\_\_\_\_ for \_\_\_\_\_  
Dept/Course No. (i.e. NUTR 10) College (i.e. Foothill College) Units Dept/Course No. (i.e. NUTR 10) Units

My reason for making this request is as follows: \_\_\_\_\_

*I understand that a course substitution used to fulfill a specific Associate Degree/Certificate requirement must have been taken at an accredited institution(Official transcript must be on file at the District Admissions and Records Office). General Education requirements for Degrees cannot be waived.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### DEPARTMENT/DISCIPLINE RECOMMENDATION

☐ Substitution recommended. ☐ Units to be counted towards Certificate/Associate Degree. ☐ Upper Division subject credit only.

☐ Substitution denied. **Reason:** \_\_\_\_\_  
\_\_\_\_\_

**Department Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### DIVISION DEAN RECOMMENDATION

☐ Substitution recommended. ☐ Units to be counted towards Certificate/Associate Degree. ☐ Upper Division subject credit only.

☐ Substitution denied. **Reason:** \_\_\_\_\_  
\_\_\_\_\_

**Division Dean Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### ADMISSIONS AND RECORDS USE ONLY

Request processed by: \_\_\_\_\_ **Date:** \_\_\_\_\_