COURSE SUBSTITUTION REQUEST FOR
MAJOR OR CERTIFICATE PROGRAM REQUIREMENT

If a student has not met a major and/or certificate requirement as outlined in the college catalog and website and wishes to substitute a course, the student must submit a Course Substitution Request form to the academic department Chairperson and Dean for approval.

Students are responsible for following the procedures outlined below and should contact an SRJC Counselor at (707) 527-4451 to determine which courses may fulfill the requirements of the major or certificate.

Instructions & Procedures

If the student has attended other regionally accredited institutions, official transcripts are required to be on file or submitted to the Admissions, Records and Enrollment Development Office to support any course substitution.

Substitution requests apply to the stated major or certificate only and not to any of the SRJC General Education patterns (Options A, B, or C) nor any other SRJC major or certificate program.

Course substitutions are accepted on a course-for-course basis in a program. If multiple course substitutions are needed, a separate request for each course requirement in a major or certificate program should be submitted for review.

1. It is the student’s responsibility to obtain the following and attach these documents to the request form:
   
   a) A copy of the transcript verifying completion of the course (must be a grade ‘C’ or better) requested for substitution;
   
   b) A course description of the course(s) requested for substitution. The department may request additional information (i.e. course syllabus, outline).

2. The student must submit the substitution request form along with all supporting documentation to the department chair of the sponsoring major or certificate for review. Do not turn in forms to the Admissions, Records & Enrollment Development Department Office. Only forms with the appropriate department chair and dean signatures will be processed.

3. After review, the department chair will forward the request to the dean for final approval.
   
   a) AREA MAJORS ONLY: If a course substitution request is for the Humanities, Natural Sciences or Social and Behavioral Sciences area majors, the request form and supporting documents are submitted to the area dean only. The department chair is not required to sign the substitution form.

4. The dean will review and return the request with all necessary signatures to the Admissions, Records and Enrollment Development Office for processing.

5. The Admissions, Records and Enrollment Development Office will process the request and notify the student regarding the substitution request status.
Course Substitution Request for Major and/or Certificate Program Requirement

Substitution requests apply to the stated major or certificate only and not to any of the SRJC General Education patterns (Options A, B, or C) nor any other SRJC major or certificate program.

<table>
<thead>
<tr>
<th>NAME (Last, First)</th>
<th>STUDENT ID</th>
<th>TODAY’S DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAILING ADDRESS</td>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td>PHONE NUMBER</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE SUBSTITUTION REQUESTED FOR:</th>
<th>MAJOR</th>
<th>CERTIFICATE</th>
<th>BOTH</th>
<th>AA</th>
<th>AS</th>
<th>AA-T</th>
<th>AS-T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Title:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate Title:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Term/Year of Completion:          |       |             |      |    |    |      |      |

I request permission to substitute:

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>Units</th>
<th>Transfer Institution Course completed at (if applicable)</th>
<th>Term &amp; Year</th>
<th>Grade</th>
</tr>
</thead>
</table>

For required course in major and/or certificate:

<table>
<thead>
<tr>
<th>SRJC Course Title and Number</th>
<th>Units</th>
</tr>
</thead>
</table>

Explain why this substitution is appropriate; must attach supporting documentation:

Student Signature: ___________________________ Date: __________

FOR ACADEMIC DEPARTMENT USE ONLY

[ ] Request Approved [ ] Request Denied
Reason: ____________________________________________

Department Chair (Please print name)
Department Chair Signature: ___________________________ Date: __________

[ ] Request Approved [ ] Request Denied
Reason: ____________________________________________

Dean (Please print name)
Dean Signature: ___________________________ Date: __________

Student Notified: ___________________________ Date: __________

[ ] SIS [ ] Ltr. [ ] Major By: __________

[ ] OK TO USE UPPER DIVISION

MLL 11/15/12