

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
A&R Rec'd Date ____ / ____ / ____ INITIALS _____

