



Petition for Course Substitution

Instructions:

1. To substitute major specific courses, download the *Petition for Substitution* <http://web.peralta.edu/admissions/forms/>.
2. Attach unofficial transcript(s) and the course description from each college/university attended for the requested course(s).
3. Submit completed petition, transcript and supporting documents to the Department Chair and Division Dean for review.
4. 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

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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: _____