



Petition for Course/External Exam Substitution
 (for **Major Course** for **A.S./A.A./AD-T Degree** or **Voc Certificate**)
 (NOT for G.E. or graduation requirement)

Student Name: _____ EVC Student ID#: _____

Phone #: _____ Email: _____

A Substitution for a major requirement should be equivalent to that course or otherwise meet the curricular requirements for fulfilling the needed major requirement. Only coursework completed at a regionally accredited institution with a grade "C" or better will be considered. While unofficial transcripts or external exam scores are acceptable for initial review, *official* transcripts and/or external exam scores **must** be submitted to Admissions and Records to be awarded the degree/certificate.

Note: Substitutions in the major for the Associate Degree for Transfer (AD-T) should be **consistent with the Transfer Model Curriculum** (TMC). Refer to www.c-id.net for information about the TMC. If substituted course was taken at a CA community college and www.c-id.net verifies that the course, when taken, was equivalent to a required **C-ID Descriptor**, this form is not needed. Simply provide this information to Admissions Evaluator.

Requesting **Substitution** for a **Major Requirement** for the below program.

AA AS ADT Certificate Cert./Major Program: _____ Catalog Year: _____

Required major course at EVC: _____ Semester units: _____

Substitution to be completed in the following manner:

Requested **COURSE** Substitution: _____ Sem units: _____ Term: _____ Where taken: _____

* Student must provide transcript showing course completion, course catalog description; possibly course outline/syllabus.)

Requested **EXTERNAL EXAM** Substitution: _____ Exam score: _____ Date: _____

Sem units allowed by EVC: _____ (usually 3.0) (* To be considered for a substitution, student must provide exam score.)

If a unit deficiency results, this will be met with the following course: _____ Where taken: _____

Reason for requesting Course Substitution for major course:

- Required course no longer offered or will not be offered in a reasonable timeframe
- Required course was cancelled (preventing the completion of the degree or certificate this semester)
- Completed an equivalent or higher level course at EVC or another regionally accredited institution
- Other: _____

 Student – Print Name and Sign Date Counselor – Print Name and Sign Date

Counselor: Sign completed form and give copy to student with supporting documentation.

Student: Take signed form (with supporting documentation) to division dean for consideration.

For Academic Department/Division Use Only Approved Denied

Reason for denial: _____

Faculty - Print Name and Sign (**REQUIRED**) Date Division Dean – Print Name and Sign (**REQUIRED**) Date
 (from division responsible for program) (from division responsible for program)

Division Dean: Sign and obtain faculty signature; scan and email completed form to Admissions Evaluator, student & counselor.
 Save as: Lastname_Firstname_ID#_Subst_DeptCourse#(ReqCrse)_Approved/Denied).

For Admissions and Records Use Only

 Received by Evaluator - Print Name and Sign Date

Evaluator: Save document in scanned database. (rw/lg; 09/18/18)