

Course Substitution Petition

This is not a transcript evaluation form. This petition requests the relevant department to substitute a course(s) from either Porterville College or another college or institution for a course that is required for a degree or certificate. While courses may be substituted, units may not be waived.

Please read the instruction	ns on the back of this form be	fore filling out.			
Date:	Name:				
C ID#	Email:	First	Last		
hone:	Student Signature	Student Signature			
tudent: DO NOT complete	any information below this line.	Counselors will complete	e the remainder of th	e form	
Course(s) Com	pleted at Other Institutions	Request for Gen	eral Education Require	ment	
Course Dept/Number	Institution Completed	GE Plan/Area	Decision	Initial, Counselor	
		Approved Denied Approved			
		Denied □ Approved □ Denied □			
		Approved □ Denied □			
Course(s) Com	pleted at Other Institutions	Request for M	lajor or Certificate Re	quirement	
Course Dept/Number	Institution Completed	Specify Major/Certif & Course/Area	Specify Major/Certificate Decision & Course/Area		
			Approved □ Denied □	1	
			Approved Denied	1	
			Approved Denied		
eferring Counselor (Print Nar	me)				
t least one signature is req	uired below:				
gnature of Counselor/Evaluator	(for GE)	 Date			
_	s needed to determine course sub	ostitution. To be sent to	the following Dean/[Division Chair	
lease Print Name		Signature of Dean/Division Chair			
otes:					
1		5 .			

Instructions

Students:

- 1. Meet with a counselor (walk-in counseling or by appointment) to complete the Course Substitution Petition form.
- 2. Bring all documents needed to verify that you have completed the course work or training needed to substitute or waive a course requirement for a Porterville College Associate Degree or Certificate (e.g. unofficial transcripts, course descriptions, etc.) Unofficial transcripts may be used for the initial evaluation by a counselor. Before final approval of associate degrees or certificates can be granted, student must submit official transcripts for all courses on this Course Substitution Petition form.

Counselors

- 1. For GE requirements:
 - Counselors can sign and approve the Porterville College Course Substitution form according to existing articulation agreements between Porterville College and the original institution where the course was taken (e.g. assist.org)
 - b. If articulation exists for a particular GE course please submit the signed and approved petition with supporting documents to the Office of Admissions and Records or Division Chair/designated lead counselor.
 - The Division Chair/designated lead counselor will enter the change on Banner and provide the original copy to the Office of Admissions and Records Where it will be filed with the student's record.
 - c. In cases when a counselor cannot approve a course substitution the counselor completes the Course Substitution Petition form and:
 - i. Indicates student name, ID# and contact information
 - ii. Indicates course(s) completed and the college/Institution where it was completed and
 - iii. Send form and supporting documents to the Office of Admissions and Records.
- 2. For Porterville College AA/AS Major/ Certificate requirements, or GE requirements that need Dean or division approval :
 - a. Complete the Course Substitution Petition form by indicating Course Completed at other Institutions, Institution Completed, and Specify Major/Certificate & Course/Area.
 - b. Give to Admissions and Records staff that will scan and email completed form to the appropriate Dean/Division chair. The Dean/Division chair the oversee the course will be responsible in determining the approval.
 - c. The referring counselor will follow-up with Deans if they do not return the forms, and to email the student and the referring counselor informing them of the Dean/Division Chair's decision. Completed forms (with approval or denial) will be printed and given to the Counseling staff for scanning into HERSHEY.

Deans/Division Chairs

- 1. Review Course Substitution Petition form with supporting documents submitted by Admissions & Records staff.
- 2. Division Chair or a Dean will determine course approval or denial of request. If the course is being used for a major outside your division, consult as needed with the Division Chair/Faculty overseeing the major.
- 3. Initial/sign forms, then scan and send to the Office of Admissions and Records.