

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:
 - a. 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**.
 - i. **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.