

## Instructions for Course Substitution Form

Use this form to petition for a course substitution. A course substitution replaces a College of the Redwoods degree or certificate requirement with another course or courses either from the CR Catalog or another institution.

Before you request a substitution, you must:

- have OFFICIAL transcripts on file with Admissions and Records
- have declared a Degree/Certificate
- be familiar with the requirements of the Degree/Certificate, including the particular General Education requirements
- have a rationale for why the course or courses you took substitute for your requirement; only courses in which you earn a grade of C or higher (2.0 or P/CR) will be considered

Course substitution approval by College of the Redwoods does not guarantee that the substitution will also satisfy degree requirements at a transfer institution. The substitution applies to CR degree and General Education requirements only.

### **STEPS:**

1. Complete the Course Substitution form and attach the required documentation.
  - a. Your request is more likely to be approved if you obtain the assistance of a Counselor or Advisor to fill the form out accurately and completely.
  - b. Be sure to attach both a written explanation AND the appropriate documentation or your form will be returned to you.
2. Submit the form and accompanying documents to the Dean/Director overseeing the Program (Degree/Certificate) for which you are seeking a substitution.
3. After evaluation by the Program Dean/Director, Discipline faculty, and the Discipline Dean/Director (who may be the same person as the Program Dean/Director), you will either be asked to submit additional documentation, or your request will be denied, or your approved request will be forwarded to the Evaluator in Admissions and Records.
4. If approved, you will be notified by the Evaluator, and the substitution will be entered into your Program Evaluation.

**IMPORTANT! Appropriate documentation must be attached for a Course Substitution to be considered.**

## Course Substitution Form

Legal Name:	Student ID:	Date:
Student E-mail:	@mycr.redwoods.edu	Ph:

Course Substitution Information				
This section should be completed by the student. It is recommended that you fill this out with a counselor/advisor.				
<b>Degree/Certificate in which Substitution Will be Used:</b>				
Applicable Catalog Year:				
General Education Pattern:	<input type="checkbox"/> CR	<input type="checkbox"/> CSU	<input type="checkbox"/> IGETC	<input type="checkbox"/> IGETC/CSU
<input type="checkbox"/> A.A. <input type="checkbox"/> A.S. <input type="checkbox"/> ADT <input type="checkbox"/> Certificate		In: _____ (Degree/Certificate Title)		
Course Information				
Course Being Used for Substitution	Units	Term	Grade	College (if applicable)
Request for Program Substitution - This substitution will be used for Core/Elective Course Requirements:				
Required Course or Area of Emphasis:				
Request for GE Substitution - This substitution will be used for General Education Requirements:				
Required General Education Area:				
<b>STUDENT: Please explain, on a separate page, why you believe this substitution/waiver is justified AND attach appropriate documentation such as the course catalog description, course syllabus, official curriculum outline, etc.</b>				
Student Signature:			Date:	
<b>Degree/Certificate Dean/Director Evaluation</b> Please explain the purpose of the course in the Program, and whether the substitution should be a course equivalency and/or meet specified learning outcomes.				
Degree/Certificate Dean/Director Signature:			Date:	
<b>Discipline Faculty Evaluation</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Needs More Documentation				
Rationale:				
Discipline Faculty Signature:			Date:	
Discipline Dean/Director Signature:			Date:	
Should this specific substitution be considered as a Course Equivalency in future transcript evaluations?				
<input type="checkbox"/> YES <input type="checkbox"/> No				
Discipline Dean/Director Signature:			Date:	

**Note to Deans:** If APPROVED, please forward to Admissions and Records.  
 If NOT APPROVED please contact student directly.