

Request for Course Substitution

- **Faculty department chair:** email this completed form to your assigned Graduation Evaluator.
- If you submit substitutions for multiple students on this form, **ALL** substitutions will be applied to **ALL** students.
- Substitutions do not reduce the total number of credits required for a degree or certificate.

Apply ALL substitutions below to the following student(s):

STUDENT NAME	STUDENT G#	DEG/CERT*	ELIGIBLE CAT. YR.*

* Substitutions are applied only to the **degree/certificate** and **catalog year** listed.

REQUIRED COURSE			SUBSTITUTED COURSE		
COURSE NUMBER	COURSE TITLE	CR. HRS.	COURSE NUMBER **	COURSE TITLE **	CR. HRS.
Rationale Code (or explain):			TRANSFER SCHOOL:		
			<input type="checkbox"/> COMPLETED <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> ANTICIPATED		
REQUIRED COURSE			SUBSTITUTED COURSE		
COURSE NUMBER	COURSE TITLE	CR. HRS.	COURSE NUMBER **	COURSE TITLE **	CR. HRS.
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REQUIRED COURSE			SUBSTITUTED COURSE		
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Rationale Code (or explain):			TRANSFER SCHOOL:		
			<input type="checkbox"/> COMPLETED <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> ANTICIPATED		

If transfer course, list the **PCC course equivalency in the **Substituted Course** section.

Rationale Codes:

1. Courses have similar enough outcomes sufficient to meet overall degree/certificate outcomes.
2. Student has met course outcomes through employment, life experience, or prior coursework.
3. Substituted course is more advanced than requirement and sufficient to meet overall degree/certificate outcomes.
4. Substitution necessary due to curriculum changes within the program.