

SUBSTITUTE A MAJOR REQUIREMENT

Please Print Clearly

Name	SWC ID:
Email:	Telephone: ()

SUBMIT TO THE APPROPRIATE SCHOOL OF YOUR MAJOR AFTER COMPLETING FORM.

Student: A substitute course must be a course that is not required in the major. Attach an updated Student Educational Plan (SEP) prepared by a counselor, if available. A course description should be included for course work taken at an institution other than Southwestern College. The result of this petition may be delayed if documentation is not provided. **You will be notified of the result by email.**

I request permission to SUBSTITUTE:

Course	List Institution

For

Course

a course required in the major.

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Major Code & Title of your Major at Southwestern College

Reason for this Petition

(State specific facts or circumstances to be considered by the Department Chair/Dean. If you have supporting documentation, please attach to petition.)

Student Signature _____ Date _____

<div style="background-color: #f2f2f2; padding: 2px; text-align: center; font-weight: bold; font-size: small;">OFFICE USE ONLY</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center; font-size: x-small;"> </td> <td style="padding: 2px;">Approved</td> </tr> <tr> <td style="text-align: center; font-size: x-small;"> </td> <td style="height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: x-small;"> </td> <td style="padding: 2px;">Denied</td> </tr> <tr> <td style="text-align: center; font-size: x-small;"> </td> <td style="height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: x-small;"> </td> <td style="padding: 2px;">Need documentation</td> </tr> <tr> <td style="text-align: center; font-size: x-small;"> </td> <td style="height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: x-small;"> </td> <td style="padding: 2px;">Counselor</td> </tr> </table>		Approved				Denied				Need documentation				Counselor	<div style="text-align: center; font-weight: bold; font-size: small; border-bottom: 1px solid black; margin-bottom: 10px;">RECOMMENDATIONS OF THE DEPARTMENT CHAIR/DEAN</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>Department Chair: _____</div> <div>Date: _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Dean: _____</div> <div>Date: _____</div> </div> <p style="text-align: center; font-size: x-small; margin-top: 10px;">**Instructional Administrator: Please return this petition to the Evaluations Office.</p>
	Approved														
	Denied														
	Need documentation														
	Counselor														

Student Notified: _____