

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 a course required in the major.

Course

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: 5px; border: 1px solid black; text-align: center; font-weight: bold;">OFFICE USE ONLY</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <input type="checkbox"/> Approved </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <input type="checkbox"/> Denied </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <input type="checkbox"/> Need documentation </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <input type="checkbox"/> Counselor </div>	<div style="text-align: center; padding-bottom: 10px;"> <u>RECOMMENDATIONS OF THE DIRECTOR/DEAN:</u> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>Program Director: _____</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; margin-top: 10px;">**Instructional Administrator: Please return this petition to the Evaluations Office.</p>
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Student Notified: _____

Initials

Date

Hello Student,

Thank you for your request to have your courses evaluated for equivalency for our program. Please complete and submit the follow requirements as **PDF's** to Martha Martinez-Tribolet via email

MTRIBOLET@SWCCD.EDU:

1. A copy of your transcripts for the courses you want evaluated.
2. Course descriptions for **each** of the courses you want to have evaluated. They need to be from the catalog in the year you took the courses, and the catalog year must be shown. No typed descriptions will be accepted.
3. A completed Petition to Substitute a Major Requirement form for each of the courses you want evaluated. Include the reason for your request in the designated area. Please find the form attached.
4. A copy of your current Student Education Plan (SEP).

If you have any further questions, please let me know.