

# 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; border-bottom: 1px solid black; margin-bottom: 10px;"> <u>RECOMMENDATIONS OF THE DEPARTMENT CHAIR/DEAN</u> </div> <div style="display: flex; justify-content: space-between;"> <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; margin-top: 10px;">**Instructional Administrator: Please return this petition to the Evaluations Office.</p>
--	--

Student Notified: \_\_\_\_\_

Initials

Date