

PETITION FOR COURSE SUBSTITUTION DIAGRAM

Step 1: The student meets with a counselor to determine if a Course Substitution is required to be filed

Step 2:

If, a Course Substitution is required, the **student** is to complete their section of the form and attach the ****required** documents: a) Complete and sign form, B) unofficial transcript, C) Course description from each college/university attended for the requested course(s). Once completed, the student will then submit the completed packet that includes: the form and supporting documentation to the Department Chair for review

Step 4: The Division Dean will review the request, render a decision and sign. Once signed, the Dean forwards the packet with documents to his/her staff assistant

Step 3: Department Course Discipline Chair will review, sign and forward the form, additional documents to their Division Dean for review and signature Step 4A:

If, denied the Dean is to notify the student of his/her decision, cc A & R and forward the form for filing

Step 4B:

If, approved the Dean will forward the completed form with documents to his/her Staff Assistant for documenting purposes. Once Admissions & Records receives the documents, they will notify the student via email

Step 5:

Division Dean's **Staff** Assistant notifies the student <u>via email</u> of the decision and the documents submission and forwards the packet to the Admissions & Records Technician

Step 6: The Admissions & Records Technician reviews and processes the Course Substitution form forwards an email with the outcome.

The Petition for Course Substitution form is available on the Peralta Admissions & Records website https://web.peralta.edu/admissions/files/2020/04/Petittion-for-Substitution-form-2020-Done.pdf

***For Foreign Transcripts Evaluations the transcript must be evaluated by a documenting service https://web.peralta.edu/admissions/transcripts-from-other-institutions-attended/international-transcripts/