

Course Equivalency and Program Course Substitution Form

Name: _____
Last First Middle

Student ID: _____ **Phone:** (_____) _____

Email: _____

Instructions:

1. Determine the purpose of request and complete this form.
2. Attach the following documentation in support of this request:
NOTE: Required documentation varies by area. Additional materials may be required.
 - Unofficial transcripts (*required*)
 - Course catalog description (*required*)
 - Course syllabus
 - Sample work from the course
3. Submit this form with attachments to department chairperson [Mt. SAC Department Chairs](#)

Request Official Transcripts. Official Transcripts must be received by the Admissions and Records Office before this form can be processed by Admissions and Records. [Submitting Transcripts from Other Colleges](#)

Purpose of Request:

[E] Equivalent Coursework: To request credit for a course taken somewhere else that is equivalent to a Mt. SAC course. **Submit form to the department chairperson.** If approved, the coursework will be applied towards prerequisites, certificates, AA or AS degrees in the same manner as the equivalent course offered at Mt. SAC.

[P] Program Course Substitution: To substitute a required course that is part of a Mt. SAC degree or certificate with an alternate course. **Submit form to the department chairperson of the program.**

If requesting a program course substitution, list name of the certificate or degree: _____

Purpose [E or P]	Completed Course (Name, Number, & Title)	Units	Completed at (Name of College)	Term & Year	Grade	Proposed equivalent Mt. SAC course (Course Name, Number, & Title)	OFFICE USE ONLY	
							Approved	Denied
E	<i>Example:</i> ENGL 101 Freshman Composition	4	Fullerton College	Fall 2009	A	ENGL 1A Freshman Composition	✓	

Additional comments regarding program course substitution:

OFFICE USE ONLY

Rationale for Denial:

Department Chairperson: _____ **Date:** _____

Received by Division Dean: _____ **Date:** _____

Forwarded to Admissions & Records: _____ **Date:** _____

Official Transcript Grade Verification: _____ **Date:** _____