

COURSE SUBSTITUTION REQUEST FORM



**HARTNELL
COLLEGE**

For Associate Degrees & Certificates of Achievement

A course substitution is the process of receiving formal approval from an academic department to use one or more courses to satisfy specific course requirements in a major for an Associate Degree, Associate Degree for Transfer or certificate at Hartnell College. Please see **Course Substitution Form Information** in the back of this page for more details.

STUDENT INFORMATION

Student Name:	Hartnell ID:
Email:	Phone Number:
Degree or Certificate Program: <i>Example: AA.SPA (Spanish)</i>	Catalog Year:

COURSE INFORMATION

1.	Course Name & #	Title	Units	Comments:
	Hartnell Course (Course I have not completed)			
	College/University	Course Name & #	Title	Units
	Substitution (Course I want to use)			College Grade
				Term
2.	Course Name & #	Title	Units	Comments:
	Hartnell Course (Course I have not completed)			
	College/University	Course Name & #	Title	Units
	Substitution (Course I want to use)			College Grade
				Term
3.	Course Name & #	Title	Units	Comments:
	Hartnell Course (Course I have not completed)			
	College/University	Course Name & #	Title	Units
	Substitution (Course I want to use)			College Grade
				Term

Student Signature:	Date
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REQUEST APPROVALS

Counseling Faculty Signature:	Date
Program Faculty Signature: Counseling Faculty for General Studies and/or Liberal Arts	Date
Articulation Officer Signature (Required for ADTs Only)	
Articulation Officer/Designee Signature:	Date

Course Substitution Form Information

A course substitution is the process of receiving formal approval from an academic department to use one or more courses to satisfy specific course requirements in a major for an Associate Degree, Associate Degree for Transfer or certificate at Hartnell College. Students are expected to complete all requirements for graduation in order to earn a degree and/or certificate from Hartnell College. Occasionally, a course substitution may be appropriate. If you are substituting coursework completed at another college, it is your responsibility to ensure that an official transcript is on file in the Admissions and Records Office. Incomplete or inaccurately-completed petition requests may result in processing delays or denial.

This is different from credit by exam, or testing out of a class.

Such instances may include cases where the students:

1. Are prevented from taking the course due to extenuating circumstances.
Note: Failure to enroll in a required course is not an extenuating circumstance
2. Have identified another course whose goals and content align with the original course being substituted.

It is at the discretion of the academic department faculty, Articulation Officer or their designee to review and accept course substitution requests. Students are encouraged to meet with a counselor to explore the possibility of a course substitution.

1. Note: Depending on the nature and complexity of the request, your counselor or designee may request additional background information (e.g., syllabi/catalog descriptions).
2. It is the student's responsibility to collect and provide all required documentation for request.
3. Incomplete or inaccurately-completed petition requests may result in processing delays or denial.

Associate Degrees for Transfer

Students who are seeking credit for courses for an Associate Degrees for Transfer should consult with a counselor. When applying externally completed coursework towards Associate Degree for Transfer major requirements, the Academic Senate for California Community Colleges (ASCCC) C-ID Articulation Officer Subgroup Associate Degree for Transfer (ADT) Reciprocity Guidelines shall be used. ADT Course Substitutions are initiated by Counseling or Discipline Faculty and shall be approved by Articulation Officer or Designee when the guidelines have been met.

C-ID Articulation Subgroup Guidelines:

1. Accept courses included in another community college's approved ADT.
2. Accept courses from another community college's ADT if the colleges share the same C-ID number and/or listed in the Transfer Model Curriculum (TMC).
3. Accept courses to satisfy your ADT requirements even if they are not listed in another community college's ADT if the course fits the intent of the TMC, the discipline faculty should make the decision regarding substitutions.
4. Substitute/accept courses that are part of another college's ADT where deemed reasonable.
5. Honor C-ID articulation between California community colleges.
6. Where C-ID descriptors are not in place and/or where the substitution does not involve deeming two courses comparable, the discipline faculty should make the decision regarding substitutions.
7. Ensure substitutions are consistent within the TMC parameters (some TMCs allow more flexibility in course substitutions than others).
8. Allow substitutions based on external examinations for credit (e.g. AP, IB, CLEP) and apply those substitutions toward GE requirements and major requirements using statewide documents and local policies for such determinations (e.g., CCC GE AP Policy, CSU memo ASA-2017-13 and IGETC Standards)
9. Utilize existing local credit by exam policies.

General Studies Degrees and/or Liberal Arts Degrees

Substitution of coursework required to meet any General Studies degree and/or Liberal Arts degree requirements shall be approved by the Counseling Faculty.

Local Associate Degrees

Students may use courses completed at other United States Institutionally/Regionally Accredited postsecondary institutions, including Hartnell College, to complete requirements for degrees, certificates, and graduation competency through the college course substitution process. Course substitutions are made at the discretion of the faculty, and the following general principles shall be applied. See Appendix A – Guidance for Determining US Regional Accreditation Status, in current catalog.

1. Local Associate Degree Major and Certificate of Achievement Requirements Course substitutions and/or waivers of major/area of emphasis course requirements for local degrees and certificates, excluding IGETC and CSUGE certificates, are solely at the discretion of academic department faculty, or their designee (e.g. the college Articulation Officer).