COURSE SUBSTITUTION FORM FOR ASSOCIATE DEGREE AND CERTIFICATE OF ACHIEVEMENT

Student's Name_____ _____

Last First Middle HC Student ID

Degree or Certificate Program: (ex. AA.Spanish)_____ Catalog Year:_____

1. A course substitution form must be submitted whenever you are requesting to complete a course for your Associate Degree or Certificate of Achievement major that is different than the curriculum stated in the appropriate catalog.

2. Each course substitution must have the signature of the student, Counselor, the instructor of the Hartnell course for which substitution is being requested, and the Area Dean of your Associate Degree or Certificate major.

3. 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.

4. The completed form must be submitted to the Admissions and Records Office to be entered on the student's Hartnell transcript and will be used for student planning.

Hartnell Course Name and # (HIS-17A)	Title	Units

Substituted Course Name and #	Title	College	Units	Sem/Yr Grade

_____ _____

Student Signature Date

_____ _____

Counselor Signature Date

_____ _____

Instructor Signature of Hartnell College Course Date

_____ _____

Area Dean Signature of Degree/Certificate Program Date

A&R:yc 5-19-16 White: Admissions & Records Yellow: Instructor Pink: Student