

LAS POSITAS COLLEGE

REQUEST FOR COURSE SUBSTITUTION OR WAIVER OF PROGRAM REQUIREMENT

Name:	W#:	Date:
Telephone/Cell:	Street Address:	
Email:	City, State, ZIP:	

(ALSS) Division Dean – Bldg. 4000, Room 4111	(STEMPS) Division Dean – Bldg. 2100, Room 2132	(BSBA) Division Dean – PE Complex, Room 116	Student Services Dean Bldg. 1600, Room 1616		
ANTR - Anthropology ASL - American Sign Language ENG - English ESL - English as a Second Language Foreign Languages * FREN - French * ITLN - Italian * SPAN - Spanish GEOG – Geography HIST – History Humanities * ARTS - Art * ARHS – Art History * HUMN - Humanities * PHIL - Philosophy * PHTO - Photography * RELS - Religious Studies * VCOM - Visual Communications	INTD - Interior Design LIBR – Library Skills MSCM - Mass Communications * MSCM - Journalism * MSCM - TV/Radio Performing Arts * DANC - Dance * MUS - Music * SPCN - Speech/Forensics * THEA – Theater POLI – Political Science SOC – Sociology WMST - Women's Studies	AJ - Administration of Justice ANAT - Anatomy ASTR – Astronomy AUTO - Automotive BIOL - Biology BOTN - Botany CHEM – Chemistry CIS – Computer Information Sys CNT- Computer Networking Tech CS – Computer Science ELEC – Electronics & Computer Tech ECOL - Ecology EMS - Emergency Medical Services ENGR – Engineering EVST – Environmental Studies	FST - Fire Service Technology GEOL - Geology HORT – Horticulture HSCI – Health Sciences MATH - Mathematics MICR - Microbiology OSH - Occupational Safety & Health PHT – Pharmacy Technology PHYS - Physics PHSI - Physiology SURG – Surgical Technology VWT - Viticulture/Winery Technology WLDT – Welding Technology ZOOZ - Zoology	BUSN – Business Child Development Center ECD – Early Childhood Dev. ECON - Economics HLTH – Health/Wellness Intercollegiate Athletics INTN - Internship KIN – Kinesiology (formerly Physical Education) MKTG - Marketing NUTR – Nutrition PSYC – Psychology WRKX – Work Experience	PSCN – Psychology/Counseling GNST – General Studies LRNS – Learning Skills TUTR - Tutoring

MAJOR OR EDUCATIONAL DEGREE OBJECTIVE FOR THIS REQUEST

<input type="checkbox"/> A.A. Degree in _____	<input type="checkbox"/> Transfer Degree in _____
<input type="checkbox"/> A.S. Degree in _____	<input type="checkbox"/> Certificate in _____

NOTE: Please refer to the College Catalog for graduation requirements.

A. TO REQUEST A SUBSTITUTION OF PROGRAM REQUIREMENT:

NOTE: Only courses completed at an accredited institution will be considered. Check with Admissions and Records to confirm the institution is accredited. **Please provide an official transcript and a course syllabus or outline including a detailed course description.**

	Course Title	Course Number	Number of Units
I wish to substitute:			
In place of:			
Rationale:			

B. TO REQUEST A WAIVER OF A PROGRAM REQUIREMENT:

	Course Title	Course Number	Number of Units
I wish to waive*:			
Rationale:			

NOTE: To complete Sections A and/or B, include parallel experience(s) which provide(s) rationale for course substitution or waiving of program requirement.

- Submit supporting documents which may include transcripts, statements of employers, and military or technical school certificates.
- If course taken at another accredited college, please provide an official transcript and a course description from college catalog, course syllabus, or course outline.
- * If approved, student must substitute appropriate elective course(s) to obtain the total units required in the program.

(Please see reverse side for verification signatures and procedures)

VERIFICATION:

C. RECOMMENDATION OF INSTRUCTOR:

Instructor Signature:		Date:	
<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	Rationale:	

D. RECOMMENDATION OF DIVISION DEAN (Note: Student Services Dean handles PSCN courses)

Dean Signature:		Date:	
<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	Rationale:	

E. RECOMMENDATION OF STUDENTSERVICES DEAN

Dean Signature:		Date:	
<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	Rationale:	

Course Substitution or Program Requirement Waiver Procedure	
1.	Student obtains form from Counseling or online @ http://www.laspositascollege.edu/counseling/forms.php
2.	Student submits request, <u>with required documentation</u> (see Page One), to designated Dean's Office.
3.	Dean's Assistant submits form to instructor for approval or rationale of denial; faculty returns form to Dean's Office.
4.	Dean countersigns; send to Dean's Assistant, Student Services.
5.	Student Services Dean reviews and signs off.
5.	Student Services Dean's Assistant notifies student by telephone; email or mail copy of form.
6.	Student Services Dean's Assistant scans or copies form for departmental file and/or tracking purposes.
7.	Student Services Dean's Assistant submits original to Admissions and Records.