

# LAS POSITAS COLLEGE

## REQUEST FOR COURSE SUBSTITUTION OR WAIVER OF PROGRAM REQUIREMENT

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

(A & H) Division Dean Bldg. 4000, Room 4111	(CATSS) Division Dean Bldg. 2100, Room 2411	(MSEPS) Division Dean Bldg. 2100, Room 2136	(BHAWK) Division Dean PE Complex, Room 116	Student Services Dean Bldg. 1600, Room 1616
ARTS - Art ARHS - Art History ASL - American Sign Language DANC - Dance ENG - English ESL - English as a Second Language FREN - French HUMN - Humanities INTD - Interior Design ITLN - Italian MSCM - Mass Communications MUS - Music PHIL - Philosophy PHTO - Photography SPAN - Spanish Studies SPCH - Speech/ Forensics THEA - Theater VCOM - Visual Communications Interdisciplinary Studies International Studies	ANTR - Anthropology AUTO - Automotive CIS - Computer CNT - Computer Networking Tech CS - Computer Science ECD - Early Childhood Dev. HIST - History POLI - Political Science PSYC - Psychology SOC - Sociology WMST - Women's Studies WLDT - Welding Technology LIBR - Library Skills	AJ - Administration of Justice ASTR - Astronomy BIOL - Biology CHEM - Chemistry ENGR - Engineering EVST - Environmental Studies FST - Fire Service Technology GEOG - Geography GEOL - Geology HORT - Horticulture MATH - Mathematics OSH - Occupational Safety & Health PHYS - Physics VWT - Viticulture/Winery Technology	BUSN - Business ECON - Economics HLTH - Health/Wellness INTN - Internship KIN - Kinesiology MKTG - Marketing NUTR - Nutrition 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
<b>I wish to substitute:</b>			
<b>In place of:</b>			
<b>Rationale:</b>			

### B. TO REQUEST A WAIVER OF A PROGRAM REQUIREMENT:

	Course Title	Course Number	Number of Units
<b>I wish to waive*:</b>			
<b>Rationale:</b>			

**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 syllabus or outline including a detailed course description.
- \* 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:	
Approve	Deny	Rationale:	

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

Dean Signature:		Date:	
Approve	Deny	Rationale:	

**E. RECOMMENDATION OF STUDENTSERVICES DEAN**

Dean Signature:		Date:	
Approve	Deny	Rationale:	

<b>Course Substitution or Program Requirement Waiver Procedure</b>	
1.	Student obtains form from Counseling or online @ <a href="http://www.laspositascollege.edu/counseling/forms.php">http://www.laspositascollege.edu/counseling/forms.php</a>
2.	Student submits request, <b><u>with required documentation</u></b> (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.