

LAS POSITAS COLLEGE

REQUEST FOR COURSE SUBSTITUTION OF AD-T PROGRAM REQUIREMENT

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

Course Substitution of AD-T Program Requirement Procedure

1. Student submits request, **with required documentation**, to Admissions and Records.
2. Articulation Officer forwards the form to the Discipline Faculty; Discipline Faculty approves/denies, and sends the form to Articulation Officer.
3. Articulation Officer approves/denies, and sends form to Admissions and Records for Evaluator review – if Discipline Faculty and Articulation Officer disagree, form goes to Academic Senate for possible review and then to Evaluator review. *
4. Evaluator reviews and notifies student by telephone; emails or mails copy of form.

Associate Degree for Transfer for this Request

- A.S.-T Degree in _____
- A.A.-T Degree in _____

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

A. To Request A Substitution Of Program Requirement:

	Course Prefix & Number	Course Title	Number of Units	Semester & Year	College or University
Program Requirement:					
Proposed Substitution:					

Rationale - please briefly explain:

NOTE:

1. Only lower division courses completed at a regionally accredited institution will be considered.
2. Please provide an **official transcript** and a **course syllabus** or **outline** including a detailed course description.
3. If approved, a student may be required to substitute elective course(s) to obtain the total units required for the program.

(Please see reverse side for waiver and verification signatures)

VERIFICATION:

A. Discipline Faculty

Discipline Faculty Signature:		Date:	
Recommendation: <input type="radio"/> Approve <input type="radio"/> Deny	Rationale:		

B. Articulation Officer

Articulation Officer Signature:		Date:	
Recommendation: <input type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> None	Rationale:		

* If the Articulation Officer denies Discipline Faculty approval, or approves Discipline Faculty denial, the Las Positas College Academic Senate may elect to make the final determination following the rules set forth in the Academic Senate Statements on Reciprocity, Course Substitutions, and Credit by Exam – In light of AA-T and AS-T degrees published September 2013.