



Course / External Exam Substitution Petition

Before completing this form, the STUDENT must consider and understand the following:

- A course substitution is for a major course ONLY—no General Education (GE) courses or graduation requirements will be considered.
- Substitutions in the major for the Associate Degree for Transfer (AD-T) should be **consistent with the Transfer Model Curriculum (TMC)**. Refer to www.c-id.net for information about the TMC. If the substituted course was taken at a California community college and www.c-id.net verifies that the course, when taken, was equivalent to a **required C-ID Descriptor**, then **this form is not needed**. Simply provide this information to the Admissions Evaluator.
- Only coursework completed at a regionally accredited institution, with a grade of “C” or better, will be considered (C- is not acceptable).
- Unofficial transcripts or external exam scores are acceptable for **initial review ONLY, official transcripts** and/or external exam scores **must** be submitted to the Admissions & Records Department (A&R) to be awarded the degree / certificate.
 - We highly recommend that you contact the institution where the course was completed to request a **Course Syllabus or Course Outline of Record** (if applicable).



FOR STUDENT TO COMPLETE
(For Course Substitution for a Major Requirement)

Student Name: _____ EVC Student ID#: _____

Phone #: _____ Email: _____

• **Requesting Substitution for a Major Requirement** for program: A.A. A.S. ADT Certificate

Name of Certificate / Major Program: _____ Catalog Year: _____

• **EVC Required Major Course** (ex: BIOL 004A or ENGL 001A): _____ Semester Units: _____

• **Other College / Institution Course** (ex: BIO 100 or ENG 100): _____ Semester Units: _____

Sem./Year: _____

Name of College / University Where Course Was Taken: _____

(for External Exam (Advanced Placement) Substitution for a Major Requirement)

• **EXTERNAL EXAM** Substitution: _____ Exam score: _____ Month / Year: _____

• Semester units allowed by EVC: _____ (usually 3.0)

• If a unit deficiency results, this will be met with the following course: _____ Where taken: _____

Student Signature: _____ Date: _____



FOR ACADEMIC DEPARTMENT / DIVISION TO COMPLETE ONLY

• Have you checked the following resources? C-ID TES TMC (ADTs only)

• Approved Denied

• If denied, reason for denial: _____

• Faculty Printed Name: _____ Faculty Signature: _____

FOR ADMISSIONS & RECORDS TO COMPLETE ONLY

• Evaluator Printed Name: _____ Evaluator Signature: _____

• Date received & Scanned into Database: _____

Revised: 3/15/24