

PETITION FOR COURSE SUBSTITUTION

If a course taken at Shoreline or another institution meets the appropriate learning outcomes to be substituted for a degree or certificate requirement, the student works with a faculty advisor to complete the front of this form.

				Studer	nt Information				
Student's Name				SID #					_
		Last		First					
Telephone Shoreline E-mail									
Intended De	gree/Cer	tificate							
	<i>,</i>			Cours	e Information				
The Faculty /	Advisor:								
•		ble(s) below	(one for	m per divisio	n)				
					d a syllabus for <u>each</u> cou	rse req	uested for s	ubstitution	n (not
requ	uired if su	iggested co	urse is fr	om Shoreline)				
□ Sen	ds the fo	rm to the ap	propriate	e dean for ev	aluation by a faculty subje	ect-mat	tter expert		
	OPE/Busi	ness o F	lumanitie		n Development o Soci	al Scie		TEM	
Required Course for Degree/Cert #1			Sug	Suggested Course Substitution #1			Accredited Institution	Transcript Attached	Syllabus Attached
Course # or Distribution Area	Credits	Course #	Credits	Date Earned	Institution		Y/N	Y/N	Y/N
Ex. BIOL& 211	5	BIOL 1107K	4	12/2016	Perimeter College – Georgia Stat	te U	Y	Y	Y
Section comp	leted by Fa	culty Subject I	Matter Exp	<u> </u> ert					
Printed Name	:			Signature:			mendation: ()) Approved	() Denied
Required Co Degree/C		Suggested Course Substitution #2					Accredited Institution	Transcript Attached	Syllabus Attached
Course # or Distribution Area	Credits	Course #	Credits	Date Earned	Institution		Y/N	Y/N	Y/N
7.1.00									
Section comp	leted by Fa	culty Subject I	Matter Exp	ert					
		cany canyour.				_			
Printed Name:			Signature:			Recommendation: () Approved () Denied Date Reviewed:			
				Faculty Ad	lvisor Information				
Faculty Advisor's Printed Name				Faculty Advisor's Signature			Date		
Telephone				Shore	line E-mail				_

Studer	nt's Name			SID #					
		Last	First						
		Steps to Re	view Petition for Co	ourse Substitution					
The Div		petition and required att		completeness y subject-matter experts (S	ME)				
Faculty	Receives the Completes th	petition and required at e shaded boxes on fron w why a course was not	t of this form and co	nsults with program-matter ary	expert, as needed				
Faculty		form to their Division De	ean						
The Div	Cours	completed form from factive factions in the set #1: () Approved with which was a course was not	() Denied Co	urse #2: () Approved () Denied				
The Div	Notifies the fa	•	nally submitted the p	etition of the final decision ts to Enrollment Services					
Divisio	n Dean's Print	ed Name	Division Dean'	s Signature	Date				
	·	of this petition for 5 quarters. substitution decisions via the Co	ollege's Student Grievance P	rocedures – Academic Evaluation Pol	licy 5035.				
Enrolln	nent Services:								
	Adds approved credit from petition for course substitution to the student's transcript at the point of graduation								
	_	on the Unusual Action	screen in HP						
Enrolln	nent Services (Staff's Printed Name	Enrollment Se	rvices Staff's Signature	Date				