

Student's Name _____ SID # _____
Last First

Steps to Review Petition for Course Substitution

The Division Dean:

- Reviews the petition and required attachments to ensure completeness
- Assigns a course substitution review to appropriate faculty subject-matter experts (SME)

Faculty SME:

- Receives the petition and required attachments
- Completes the shaded boxes on front of this form and consults with program-matter expert, as needed
- Explains below why a course was **not** approved, if necessary

Faculty SME:

- Returns this form to their Division Dean

The Division Dean:

- Reviews the completed form from faculty SME and makes the final decision
Course #1: () Approved () Denied Course #2: () Approved () Denied
- Explains below why a course was **not** approved, if necessary

The Division Dean:

- Notifies the student of the final decision
- Notifies the faculty advisor who originally submitted the petition of the final decision
- Forwards the completed petition and required attachments to Enrollment Services

Division Dean's Printed Name _____ Division Dean's Signature _____ Date _____

*Division will maintain copies of this petition for 5 quarters.
Students may appeal course substitution decisions via the College's Student Grievance Procedures – Academic Evaluation Policy 5035.*

Enrollment Services:

- Adds approved credit from petition for course substitution to the student's transcript at the point of graduation
- Adds an entry on the Unusual Action screen in HP

Enrollment Services Staff's Printed Name _____ Enrollment Services Staff's Signature _____ Date _____

Enrollment Services will retain this form and all documentation in the student's file.