PETITION FOR COURSE SUBSTITUTION

CHECK ONE:	☐ CERTIFICATE OF ACHIEVEMENT ☐ CERTIFICATE OF SPECIALIZATION ☐ GWC AREA OF EMPHASIS ☐ GWC MAJOR (NOT FOR USE WITH	AA-T/AS-T: MUST SEE A COUNSELOR FOR APPROVAL)
STEPS TO PETITION: 1. Complete Sections A, B, C (Print clearly in black or blue ink only) 2. Attach supporting documentation (Course Description) 3. Obtain the necessary signatures: CTE programs or AA Major/Area of Emphasis: - Chair of the Department - Division Dean 4. If you are using courses from an outside institution for graduation purposes, please submit an official transcript. 5. Submit completed form to the Records Counter in the Admissions and Records Office. A. STUDENT INFORMATION		
Name:		Student ID # C
	/ Phone: ()	
B. PROGRAM OF STU		
Title of Degree or Certificate Applicable Catalog Year		
REQUIRED COURSE(s) COURSE(s) / EXPERIENCE BEING USED FOR SUBSTITUTION		
C. SUPPORTING DATA STUDENT - A course description for each course MUST be provided and attached if taken at another college/institution. DEPARTMENT CHAIR/DEAN - Please provide a written explanation for substitution justification.		
IMPORTANT: Substitutions will not be approved without sufficient documentation or explanation.		
	s Signature	
Department Chair		Ext
	nature ime	
Division Dean 3 No		LAL
OFFICE USE ONLY		GOLDEN WEST COLLEGE

HUNTINGTON BEACH, CA

Received Date _____/ _____ INITIALS _____