



**COURSE SUBSTITUTION REQUEST FORM FOR
ASSOCIATE DEGREE AND CERTIFICATES**

Submit/return to counselor for degree/certificate petition packet inclusion.
Incomplete or illegible forms will not be processed

PART A: TO BE COMPLETED BY STUDENT

Name _____ MPC Student ID # _____ / _____ / _____
Last First MI
Email _____ Phone (____) _____

List the degree or certificate program you are requesting a course substitution:

Major/Program Name: _____ Catalog Year _____

Type of award: Associate Degree Certificate of Achievement Certificate of Completion

I request to use the following course:

Course Name and #	Course Title	Units	College	Sem/Yr	Grade
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As a substitution for the MPC listed course below:

Course Name and #	Course Title	Units
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My reasoning/justification for this request (optional*): _____

* Providing reasoning/justification may help MPC improve its processes.

*I, the student, understand that a course substitution used to fulfill a specific associate degree/certificate requirement must have been taken at an accredited institution. While unofficial transcripts may be used to inform this request, **official transcripts** must be on file with the Admissions and Records Office when petitioning for a degree or certificate.*

Student Signature

Date

PLEASE COMPLETE BOTH SIDES OF THIS FORM

REQUIREMENTS AND GENERAL INFORMATION

1. Students are highly encouraged to meet with their counselor to discuss possible substitutions and their impact on the student's individual educational plan.
2. A course substitution form must be submitted whenever a student requests to substitute a course for a degree or certificate that is comparable to the required course listed in the college catalog for the year under which the student is petitioning.
3. Each course substitution must have the signature of the student and the department chair or designee of the MPC program for which the substitution is being requested.
4. Each student seeking to substitute coursework completed at another college is responsible to ensure that an official transcript is on file in the Admissions and Records Office. The department chairperson or designee may require an unofficial transcript, course description, and/or syllabus from the course to make their decision.
5. It is recommended to submit a copy of this form to their counselor for the petition process and so it may be maintained with their counseling records.
6. Completed course substitution form(s) must be attached to degree and certificate petitions when the petition is turned into the Admissions and Records Office.

PART B: COUNSELING (Optional)

In reviewing the requested substitution with the student and their individual education plan, the counselor makes the following recommendation:

Substitution recommended for MPC course: _____
Course Name and # Course Title Units

Additional information: _____

Counselor's Name

Counselor's Signature

Date

PART C: DEPARTMENT CHAIR OR DESIGNEE RECOMMENDATION (Required)

In considering approval for course substitution, the department chair or designee verifies that the expected learning outcomes for the substituted course are comparable to the learning outcomes of the required course.

Substitution approved for MPC course: _____
Course Name and # Course Title Units

Substitution denied

Reason: _____

Department Chair/Designee Name

Department Chair/Designee Signature

Date