



CERRITOS COLLEGE COURSE SUBSTITUTION FORM

SECTION I: STUDENT INFORMATION

Name (Last, First, M)	Student ID
Phone	Email
Department	Major (Each major requires separate form)

SECTION II: SUBSTITUTION DETAILS

Original Course Listed on Curriculum Major			Substituted Course Completed (or to be Completed)			
Course (ex. ENGL 100)	Institution	Units	Course (ex. ENGL 100)	Institution	Units	Grade ("C" or above)
	Cerritos College					
	Cerritos College					
	Cerritos College					
	Cerritos College					

SECTION III: DEPARTMENT REVIEW & SIGNATURES

Department Chair (Print Name)	Department Chair (Signature)	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Division Dean (Print Name)	Division Dean (Signature)	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Comments / Reason for Denial: _____



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COURSE SUBSTITUTION GUIDELINES

Course substitution is the process of obtaining formal approval from an academic department to use one or more courses in place of and to satisfy specific course requirements at Cerritos. Requests to substitute courses from other colleges for Cerritos major requirement are solely at the discretion of the appropriate department chair. It is the student's responsibility to have the appropriate request form completed, along with accompanying documentation.

STUDENT INSTRUCTIONS

Complete Section I and II of the form. Request will not be processed if the form is incomplete, or the required documentation is not attached. A separate form is needed for each major.

1. Fill out student contact information in Section I.
2. In Section II, indicate the original course and the substitute course requested. Students can request assistance from the department chair in identifying appropriate course substitution.
3. Attach supportive documentation (e.g., transcripts, catalog course descriptions of substituted course, course outlines/syllabi).
 - a. Unofficial transcripts can be used when submitting requests to the department chair. However, official transcripts are required for the course to receive credit for graduation.
 - b. Catalog course descriptions of the course to be substituted for are required to be attached.
 - c. The curriculum major requirements of your certificate and associate degree goal must also be attached. If you have been following a catalog that is not the current one and you have catalog rights, please specify the catalog year. Please refer to the Cerritos College catalog.
4. Submit the completed form, along with required documentation, to the appropriate department whose major course requirements are the subject of the request.

Notes:

The department will notify the student of approval or denial of the request. If approved, students are responsible for keeping a copy.

If the course to be substituted is in-progress, student is responsible for submitting official transcripts once the course is completed.

DEPARTMENT FACULTY & DIVISION DEAN INSTRUCTIONS

1. Course substitution request forms can be accessed at www.cerritos.edu/admissions-and-records/online-forms/default.htm
 2. Cerritos College only accepts courses from regionally accredited institutions.
 3. Please review the student's request and accompanying documentation. Appropriate documentation includes course transcripts, catalog course descriptions, course outlines or course syllabi, and certificate or AA major course requirements.
 4. Contact the student directly for clarification if needed. Students may need assistance in identifying appropriate course substitutions.
 5. Complete Section II and notify the student of the decision within 10 business days.
 - a. If approving the student's request, please forward to your dean who must then submit the form directly to Admissions and Records and notify the student.
 - b. If denying the request, please indicate the reason in the Comments box and notify the student.
 6. Send completed forms to admissions-info@cerritos.edu
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ADMISSIONS & RECORDS INSTRUCTIONS

1. Admissions will be responsible for storing the approved course substitution request for future graduation petitions by the student.