Course Equivalency and Program Course Substitution Form

MT. SAC
Mt. San Antonio College

Name: _____
　　　　　Last　　　　　　　　　　　First　　　　　　　　　　　Middle

Student ID: _____　**Phone:** (_____) _____

Email: _____

Instructions:

1. **Determine the purpose of request and complete this form.**
2. **Attach the following documentation in support of this request**:
   NOTE: Required documentation varies by area. Additional materials may be required.
   - ☐ **Unofficial transcripts** *(required)*
   - ☐ **Course catalog description** *(required)*
   - ☐ **Course syllabus**
   - ☐ **Sample work from the course**
3. **Submit this form with attachments to department chairperson** *Mt. SAC Department Chairs*

Request Official Transcripts. Official Transcripts must be received by the Admissions and Records Office before this form can be processed by Admissions and Records. *Submitting Transcripts from Other Colleges*

Purpose of Request:

[E] Equivalent Coursework: To request credit for a course taken somewhere else that is equivalent to a Mt. SAC course. **Submit form to the department chairperson.** If approved, the coursework will be applied towards prerequisites, certificates, AA or AS degrees in the same manner as the equivalent course offered at Mt. SAC.

[P] Program Course Substitution: To substitute a required course that is part of a Mt. SAC degree or certificate with an alternate course. **Submit form to the department chairperson of the program.**

If requesting a program course substitution, list name of the certificate or degree: _____

Purpose [E or P]	Completed Course (Name, Number, & Title)	Units	Completed at (Name of College)	Term & Year	Grade	Proposed equivalent Mt. SAC course (Course Name, Number, & Title)	OFFICE USE ONLY Approved	OFFICE USE ONLY Denied
E	*Example: ENGL 101 Freshman Composition*	4	*Fullerton College*	*Fall 2009*	*A*	*ENGL 1A Freshman Composition*	✓	

Additional comments regarding program course substitution:
_____
_____
_____

OFFICE USE ONLY

Rationale for Denial:
_____
_____
_____

Department Chairperson: _____　**Date:** _____

Received by Division Dean: _____　**Date:** _____

Forwarded to Admissions & Records: _____　**Date:** _____

Official Transcript Grade Verification: _____　**Date:** _____