



# HOW TO REQUEST

- EQUIVALENT COURSEWORK
- PROGRAM COURSE SUBSTITUTION

1 Fill out the "[Course Equivalency and Program Course Substitution](#)" form\*

- Determine your purpose of request, either "E" (Equivalency) or "P" (Program Substitution)
  - If requesting a Program Substitution, (P), type in the title of the degree or certificate as shown below.
    - [Mt. SAC Catalog Programs A-Z Index](#) will show the degree or certificate title
- Check the appropriate boxes indicating which documentation you are providing in support of this request as shown below.

**EXAMPLE**

Name: Lee, Jasmine  
Last First Middle

Student ID: A0XXXXXXXXX Phone: (XXX) XXX-XXXX

Email: jlee2024@student.mtsac.edu

**Instructions:**

- Determine the purpose of request and complete this form.
- 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
- Submit this form with attachments to department chairperson [Mt. SAC Department Chairs](#)

**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: **Child Development Level I**

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](#)

- 2
- Type in "E" or "P", the completed course name, # of units, college where the course was completed, term when the course was completed, grade, and proposed equivalent or substituted Mt. SAC course as shown below.
  - Include any additional comments regarding program course substitution.

Purpose (E or P)	Completed Course (Name, Number, & Title) <small>Example: ENGL 101 Freshman Composition</small>	Units	Completed at (Name of College)	Term & Year	Grade	Proposed equivalent Mt. SAC course (Course Name, Number, & Title)	OFFICE USE ONLY	
							Approved	Denied
E	ENGL 101 Freshman Composition	4	Fullerton College	Fall 2009	A	ENGL 1A Freshman Composition	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional comments regarding program course substitution:

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3 Compose and send an email to the department chairperson of the course or program and be sure to include:

1. Your completed form
2. Clear, easy-to-read copies of your unofficial transcript\*\*,
3. Course catalog description (and/or course syllabus, and/or sample work from course)

The next page provides the list of departments and their programs.

\*Requests with incomplete or missing documentation will not be processed

\*\* An official college transcript must be on file with Admissions and Records to complete the process

**ARTS**

- Arts (Fine) (ARTB/ARTG/ARTZ/ARTS/ARTD)
- Arts (Commercial & Entertainment) (ANIM/ARTC/PHOT)
- Journalism (JOUR)
- Music/Audio Arts (MUS/MUSA)
- Radio & Television (R-TV)
- Theater Arts (THTR)

**BUSINESS**

- Accounting (BUSA)
- Business Management (BUSO/BUSM/BUSS)
- Child Development/Education (CHLD/EDUC)
- Computer Information Systems/Technology-Related (CISB/CISD/CISM/CISN/CISP/CISS/CISW)
- Culinary (CUL)
- Economics (BUSC)
- Family & Consumer Science (FCS)
- Fashion (FASH)
- Hospitality & Restaurant Management (HRM)
- Interior Design (ID)
- Nutrition (NF)
- Paralegal/Business Law (PLGL/BUSL)
- Real Estate (BUSR)

**KINESIOLOGY & WELLNESS**

- Dance (DNCE/DN-T)
- Kinesiology (KIN/KINS/KINX/KINF/KINL/KINA/KINS)

**HUMANITIES & SOCIAL SCIENCES**

- American Language (AMLA)
- Art History (AHIS, HUMA, LATN)
- Communication (SPCH)
- English, Literature, & Creative Writing (ENGL, LIT)
- Ethnic Studies (AABS, APIS, ETHS, LCAS, NAIS)
- Geography/Political Science (GEOG, POLI)
- History (HIST)
- Philosophy (PHIL)
- Psychology (PSYC)
- Sign Language & Interpreting (SIGN)
- Sociology (SOC)
- World Languages (ARAB, CHIN, FRCH, GERM, ITAL, JAPN, KORE, LING, SPAN)

**NATURAL SCIENCES**

- Agriculture, Registered Veterinary (RVT), Pet Science (AGAN/AGAG/AGHE/AGPE/AGLI)
- Anatomy, Anthropology, Biology, Botany, Histology Public Health, Zoology (ANAT/ANTH/BIOL/BTNY/HT/PUBH/ZOOL)
- Earth Sciences, Astronomy (ASTR/GEOL/OCEA/METO)
- Chemistry (CHEM)
- Engineering/Physical Science/Physics (ENGR/ENGT/PHYS/PHSC)
- Horticulture (AGOR)
- Mathematics (MATH, CSCI)

**LIBRARY & LEARNING RESOURCES**

- Library & Instructional Media (LIBR)
- Reading/Study Techniques (READ/STDY/LCOM)

**STUDENT SERVICES**

- Counseling/Leadership (COUN/LEAD)
- ACCESS (ACCS/DSPTS)

**TECHNOLOGY & HEALTH**

- Administration of Justice (ADJU)
- Aeronautics/Air Traffic (AERO/AIRT)
- Air Conditioning (AIRC)
- Aircraft Maintenance Tech (AIRM)
- Alcohol & Drug Counseling (AD)
- Architectural Technology/Surveying (ARCH/CMGT/SURV)
- Computer and Networking Technology/Electronics/Engineering Construction Technology/Engineering Design Technology (CNET/ELEC/ECT/EDT)
- Emergency Medical Services (Paramedic) (EMS)
- Fire Technology (FIRE)
- Industrial Design Engineering (IDE)
- Manufacturing Technology (MFG)
- Medical Terminology (MEDI)
- Mental Health/Psychiatric Technician (MENT)
- Nursing (NURS)
- Radiology (RAD)
- Respiratory (RESD)
- Welding (WELD)

**If Approved:**

You will receive an email confirming approval which will also be sent to Admissions and Records (A&R) to be recorded and added to your student account. Official Transcript must be on file to complete the approval process. Allow 2-3 weeks for the approved form to be processed by A&R.

**If Denied:**

You will receive an email regarding the decision. Meet with a Counselor or Educational Advisor to learn how to proceed.

**Questions? Need Assistance?**

OFFICE OF INSTRUCTION  
(909) 274-4200

[www.mtsac.edu/instruction](http://www.mtsac.edu/instruction)



COUNSELING DEPARTMENT  
(909) 274-4380

[www.mtsac.edu/counseling/schedule-counseling.html](http://www.mtsac.edu/counseling/schedule-counseling.html)