



PETITION FOR SUBSTITUTION OF MAJOR REQUIREMENT

EVALUATIONS OFFICE ♦ 900 OTAY LAKES ROAD ♦ CHULA VISTA, CA 91910 ♦ (619) 482-6326

PLEASE PRINT PLAINLY—THIS IS YOUR MAILING LABEL

Name	SWC ID#:
Address	Date of Birth:
City	Telephone #: ()
State	Zip
	Email:

STUDENT: SUBMIT TO EVALUATIONS OFFICE AFTER COMPLETING FORM.

Note: Attach an updated *Student Educational Plan (SEP)* prepared by a counselor, if available. Substitute course must be a course that is not required by the student's declared major. A course description should be included for course work taken at an institution other than Southwestern College. The result of this petition may be delayed if documentation is not provided. You will be notified of the result by email.

I request permission to **SUBSTITUTE:**

Course (ie CD 101 at Xyz College)

For required major course at Southwestern College:

Course (i.e. CD 170)

Title of your Major at Southwestern College

Reason for this Petition

(State specific facts or circumstances to be considered by the Department Chair/Dean. If you have supporting documentation, please attach to petition.)

Student Signature _____ Date _____

OFFICE USE ONLY	<u>RECOMMENDATIONS OF THE DEPARTMENT CHAIR/DEAN</u>
Approved	
Denied	
Need documentation	
Counselor	
Department Chair: _____	Date: _____
Department Dean: _____	Date: _____
**Instructional Administrator: Please return this petition to the Evaluations Office.	

Student Notified:

Evaluator _____ Date _____