

SAN JOAQUIN DELTA COLLEGE - EVALUATIONS OFFICE

Course Substitution Form for Certificates



(Please see reverse side for directions.)

Please note: Course substitutions are intended to meet emergency situations only. Substitutions are not usually granted more than one semester in advance.

Student Name: Miss Mrs. Mr. (circle one) _____

Delta ID: _____ Phone No. () _____

Certificate desired: _____

Catalog year: _____

Course for which a substitute is needed: _____

Substitute course: _____

Reason for substitution request: _____

----- For Instructor's Use Only -----

Instructor Recommendation: _____

Instructor Signature: _____ Date: _____

----- For Division Office Use Only -----

Date: _____ Substitution: ___ Granted ___ Denied

Expiration Date of Substitution: _____

Discipline Group Chair Signature: _____

If denied - reason for denial: _____

Upon completion - return to Evaluations Office - Holt 101

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Please read the following instructions.



Course substitutions are intended to meet emergency situations. Substitutions are not usually granted more than one semester in advance. Course substitutions are applicable in situations where the student believes he/she has taken an equivalent course or when a required course is unavailable and an equivalent course needs to be recommended. The Division Discipline Group MUST approve all certificate substitutions.

Procedures for Applying for a Course Substitution:

1. Complete a Course Substitution Form for each course in question.
2. Obtain a copy of the certificate requirements from the applicable Delta catalog.
3. Be sure official transcripts are on file in the Evaluations Office for all courses that will apply toward the certificate. (Official - they must have been delivered in sealed envelopes - directly from that college.)
4. To substitute one Delta College course for another, skip to step 5. To substitute a non-Delta College course for another, the student must:
 - a. Include a copy of the course description(s) from the applicable college catalog. (Catalogs for many colleges are available in the Guidance & Counseling Office, Goleman Library, and/or local libraries.)
 - b. To enable us to compare the course taken elsewhere and the Delta College course, please provide documentation similar to that listed below:
 - Course Syllabus
 - Course Information Sheets or Outlines
 - Textbooks

Once you have completed the forms and gathered the necessary information:

5. Contact and discuss the substitution with an instructor who teaches in the same discipline as the requested certificate. Faculty information available in the Division Office. Have the instructor complete the "For Instructor's Use Only" section.
6. Submit all of this information to the Evaluations Office - Holt 101. It will be forwarded to the appropriate Division Discipline Group.