

SAN JOAQUIN DELTA COLLEGE - EVALUATIONS OFFICE

Course Substitution Form for Certificates

(Please see reverse side for directions.)

Course substitutions are intended to meet emergency situations only.

Substitutions are granted for only one semester in advance.

Upon completion - return to Evaluations Office in Holt 101

For Student's Use:

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

Student ID Number: _____ 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/Term of Substitution: _____

Discipline Group Chair Signature: _____

If denied - reason for denial: _____

SAN JOAQUIN DELTA COLLEGE - EVALUATIONS OFFICE

Course Substitution Form for Certificates

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 when a required course is unavailable and the required units must be made up with an approved course.

The Division Discipline Chairperson **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 such as those 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 Chairperson.