

# COURSE SUBSTITUTION PETITION

VWCC Records Office • email: records@viriniawestern.edu / Fax: 540-857-6102

## Procedures for Petitioning for Course Substitutions

The following information is provided to ensure petitions for course substitutions are evaluated based on current and accurate information. All signatures are required. **Incomplete** course substitution petitions will be returned.

- A course **substitution** is a course that takes the place of a required course in a curriculum, provided the course substitution *meets the content and/or spirit of the requirement*. A justification as to how it meets the content and spirit of the requirement must be included on the course substitution petition\*. **Students will be limited to a maximum of (3) course substitutions for each plan in which they are enrolled** (excluding quarter credit and some *very limited exceptions determined on a case-by-case basis*). (<http://www.viriniawestern.edu/about/policies/l-28.php>)
  - **Substitutions may not be made across unrelated academic disciplines (e.g. cannot substitute a math course to meet a foreign language requirement but may be able to substitute a psychology course for another social science course.)**
1. A current copy of the student's academic advising transcript must accompany the petition form.
  2. The advisor must provide written justification as to how the substitution meets the content and spirit of the requirement.
  3. After securing the signature of the student and advisor, the form must be submitted to the campus Academic Dean responsible for the program for which the substitution is being requested.
  4. The Academic Dean will review the petition, indicate approval or denial of the request, sign the form, and forward it to the Records Office.
  5. The student must have completed, be currently working on, or the course must have been transferred to VWCC in order for a substitution to be approved. In addition, transfer courses must have been previously evaluated and entered in the Student Information System.

Student Name:	Plan/Number:
Empl ID (Required):	Catalog Year (Requirement Term):

Proposed Substitution	Grade	Credit		To Meet Requirement For:
			→	
			→	
			→	

\*Justification for Course Substitution (additional space provided on the back of this form):

\_\_\_\_\_  
Advisor (Print Name)

\_\_\_\_\_  
Advisor Signature (required)

\_\_\_\_\_  
Date

Approved

Not Approved

\_\_\_\_\_  
Division Dean Signature (required)

\_\_\_\_\_  
Date

I understand that this substitution does not guarantee the future transfer acceptability of any course to any other college or university and that it is my responsibility to determine transfer acceptance.

\_\_\_\_\_  
Student Signature (required)

\_\_\_\_\_  
Date

### Records Office Use Only

Received by: \_\_\_\_\_ Date Recorded: \_\_\_\_\_ Initials: \_\_\_\_\_

7/2017

**Petition for Course Substitution  
Justification Sheet**

**Student Name:**

**Student ID (required)**

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