

## COURSE SUBSTITUTION – AP 4227

Merced College requires all students to master the competencies for a pursued program of study as outlined in the appropriate Merced College Catalog per the student's date of entrance into the college.

Course substitutions may only be requested for the major core of a degree program. For course exceptions to the rule concerning Associate of Art/Associate of Science (AA/AS) Breadth and Associate Degree for Transfer (ADT) General Education (GE) patterns, students must file a general petition which is reviewed by the Academic Exceptions Committee in the Admissions Office.

### Transfer Model Curriculum

A course with Course Identification (C-ID) approval that was successfully completed at another institution will be awarded the equivalent C-ID approved course at Merced College.

Courses completed at another California Community College may be substituted for an approved ADT course at this institution following the guidelines below:

1. The proposed course has a C-ID designation that is specified on the Transfer Model Curriculum (TMC) for the ADT that is being awarded, regardless if Merced College includes this course on the ADT.
2. Courses taken at another California Community College and appearing on an approved ADT but that do not have C-ID approval may request course substitution(s).
3. Non-C-ID Coursework completed at an accredited out-of-state institution will be reviewed by faculty on a case-by-case basis to ensure that rigor of the transfer degree is upheld.

### Course Substitution Procedure for Lower Division Coursework

1. For a course substitution of a required course within a major, the student or counselor must submit a completed course substitution form to [A&R-evaluations@mccd.edu](mailto:A&R-evaluations@mccd.edu). The form will then be routed to the appropriate faculty member(s) for approval/denial.
2. It is recommended that course substitution forms are submitted one semester prior to when the student applies for graduation with a degree or certificate.
3. It is recommended to work with a counselor when proposing a course substitution.
4. When the course is not in the same discipline as the program, a representative of the program faculty and a representative of the discipline faculty must sign the course substitution form. The student is responsible for submitting all supporting documentation with the course substitution form. When the course is from another institution, the student must include supporting documentation, which may include course outlines, transcripts, course descriptions, and/or course syllabus.
5. Course substitutions will not be considered if the courses are not from an regionally accredited institution. Official transcripts from the transferring institution must be on file in the Merced College Admissions Office at the time the course substitution form is submitted.
6. Once a course substitution form has been returned by the faculty to the evaluator, evaluations staff will send a copy to the dean of the program being awarded, a copy will be sent to the faculty who was initially sent the request, a copy should be mailed and/or emailed to the student, and one copy will remain in Admissions.
7. Course substitutions that have been denied are final. No appeal is available. One negative response from faculty or instructional dean indicates a denial.

### Request for Review of an Upper Division Course to Meet a Lower Division Requirement

Students wishing to receive course credit for previously completed upper division work must apply to Merced College for approval. A student may request credit for a major, a competency, or a general education breadth. In such instances, students must submit the following to A&R:

- An official transcript from the college
- A catalog description of the course

For Major Course Substitution(s), students must follow the process outlined above in Course Substitution Procedure for Lower Division Coursework.

For Competency and/or GE Breadth, students must submit a general petition to [Admissions@mccd.edu](mailto:Admissions@mccd.edu) which is reviewed by the Exceptions Committee.

In all instances, the decision of the faculty is final; no appeal is available.

**Adopted 07/11/17**

# Request for Course Substitution

Submit completed form to A&R-Evaluatons@mccd.edu

Merced College Admissions and Records  
Associate Degree Major Requirement  
Certificate Requirement

PRINT CLEARLY:

Student Name (Last, First) \_\_\_\_\_ Student ID Number \_\_\_\_\_ Student Merced College Email \_\_\_\_\_

Address \_\_\_\_\_ Today's Date \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Daytime phone number \_\_\_\_\_

Term entered Merced College? \_\_\_\_\_ Expected graduation date? \_\_\_\_\_

Declared Major? \_\_\_\_\_ Catalog Year for Award? \_\_\_\_\_

Award Type?  AA-T/AS-T  AA/AS  CERTIFICATE

**NOTE: FOR FULL CONSIDERATION OF YOUR COURSE SUBSTITUTION REQUEST, YOU MUST ATTACH TRANSCRIPTS, COURSE DESCRIPTIONS AND/OR SYLLABUS IF SUBSTITUTING COURSEWORK IS FROM ANOTHER INSTITUTION.**

A substitution is requested for the following course(s) or requirement(s):

Required Course:		Requested Substitution:	
Name/Title	Units	Name/Title	Units

Reason for Request: (submit course descriptions and documentation if appropriate)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Counseling Department Use Only:

Date: \_\_\_\_\_  Student Self-Advised

Printed Counselor Name: \_\_\_\_\_ Counselor Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

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**For Department Use Only: NOTE: BOTH SIGNATURES REQUIRED; UPPER DIVISION COURSE USE REQUIRES TWO DISCIPLINE FACULTY SIGNATURES AND A DEAN.**

Identify additional information requested:

\_\_\_\_\_  
\_\_\_\_\_

Request Approved  Request Denied  Request for more Information

Printed Name/Signature Discipline Faculty/Date

Request Approved  Request Denied  Request for more Information

Printed Name/Signature Program Faculty\*/Faculty Lead/Date

Request Approved  Request Denied  Request for more Information

Printed Name/Signature Area Dean/Date

Received by Evaluations/Date

\* When the course is not in the same discipline as the program, a representative of the program faculty and a representative of the discipline faculty must sign the Course Substitution form.