

Petition for Non-Traditional Credit: Course Substitution and Equivalence



COURSE SUBSTITUTION PROCESS: Through the Course Substitution process, you begin the steps wherein you may be able to use one SVC course in lieu of another SVC course to complete your program requirements. **You must attach an unofficial copy of your SVC transcript and a copy of your current registration with the form.** The Department Chair will forward this request to the appropriate Dean/Vice President-Whidbey, for approval. When determination is made, you will receive confirmation.

COURSE EQUIVALENCE PROCESS: Through the Course Equivalence process, you begin the steps wherein you may be able to use two or more SVC courses which you consider to be practically equal in content and credit to a third SVC course, although the courses may be from a different program area, or have separate course numbers. **You must attach an unofficial copy of your SVC transcript and a copy of your current registration to the form as well as an explanation of why you consider the courses to be equivalent.** The Department Chair will forward this request to the appropriate Dean for approval. When determination is made, you will receive a copy of the decision from the registrar.

Name _____ SID # _____

Previous Name _____ Email _____

Complete Address _____

Student's Signature _____ Date _____ Phone _____

The program I am requesting this for

- | | |
|--|--|
| <input type="checkbox"/> AAUCT | <input type="checkbox"/> ATA in _____ |
| <input type="checkbox"/> AA General Studies | Emphasis (if applicable) _____ |
| <input type="checkbox"/> AA General Studies - SOCNAV | <input type="checkbox"/> Certificate in _____ |
| <input type="checkbox"/> Assoc. in Business | <input type="checkbox"/> Certificate in _____ |
| <input type="checkbox"/> Assoc. in Visual Arts | <input type="checkbox"/> Assoc. in Science, Emphasis _____ |
| <input type="checkbox"/> Assoc. in Music | <input type="checkbox"/> Other _____ |

Course # _____	Cr. _____	Title _____	Qtr. Completed _____
Course # _____	Cr. _____	Title _____	Qtr. Completed _____
Course # _____	Cr. _____	Title _____	Qtr. Completed _____

Substitution/equivalence for:

Course # _____	Cr. _____	Title _____
Course # _____	Cr. _____	Title _____

For College Personnel Use Only

Dept _____ Dept Chair Signature _____

Approved Denied Please attach rationale Date _____

Dean or VP (Whidbey) Signature _____

Approved Denied Please attach rationale Date _____

Registrar Signature _____

Approved Denied Please attach rationale Date _____

**ATTACH ALL DOCUMENTATION TO THIS FORM.
YOUR REQUEST WILL NOT BE PROCESSED WITHOUT APPROPRIATE TRANSCRIPTS, DD295s or "SMART
TRANSCRIPT", INDUSTRY TRAINING DOCUMENTS, ETC.**

PLEASE SUBMIT EACH REQUEST ON A SEPARATE FORM