



COURSE SUBSTITUTIONS

What is a *course substitution*?

Course substitution is the process of garnering formal approval from an academic division to use one or more courses to satisfy specific course requirements at MJC. Course substitutions can be sought when circumstances prevent you from completing one or more requirements published in the catalog to which you have catalog rights.

Course substitutions can be used to satisfy requirements for various awards and patterns:

- Associate degree “major” requirements
- Certificate requirements
- Skills Recognitions requirements
- MJC-GE Pattern Area requirements
- Guidance and Activities Requirements

A course substitution may be appropriate when...

- You can provide evidence showing you have gained the course content through other course completions.
- A course you need for a specific award has not been offered or has been inactivated.
- Extenuating circumstances prevented you from taking a particular course at a particular time.
- Extenuating circumstances require that you complete your degree within a certain timeframe.

You may request a course substitution when the following conditions are met:

- You are requesting the substitution during the same semester in which you plan to apply for an award from MJC (degree, certificate, or skills recognition).
- The total number of units substituted for the award does not exceed 30% of the units required in the degree major, MJC-GE pattern, certificate of achievement, or skills recognition.

The following restrictions apply:

- A course substitution will only apply to one award, and only to the award indicated on the signed, completed *Course Substitution Form*.
- Course substitutions cannot be used more than once.
- Course substitutions may not be used to satisfy CSU-GE or IGETC pattern requirements.
- You may not substitute more than 30% of the units within the major requirements, certificate, skills recognition, or pattern area.
- When a course proposed for substitution resides in a different department than the original course, (e.g., a MATH course for an AG course), signatures must be obtained from both divisions.

TO APPLY FOR A COURSE SUBSTITUTION

1. Confirm that you are unable to earn your targeted academic award or satisfy a specific pattern by meeting with a counselor or evaluator.
2. Go to the division office of the course you are not able to complete (see course listings in the MJC Catalog for division office locations) to pick up a Course Substitution Form.
3. It is strongly recommended that you work with a faculty member to complete the “student information” of the course substitution form.
4. Follow that division’s process for getting approval which may entail:
 - Requesting approval of a faculty member in the department
 - Meeting with a dean to garner approval
 - Submitting your request to a group of faculty for approval
 - Pursuing additional approvals from other areas of the college.
5. Once all necessary signatures are provided, return the signed form to the Evaluations Office no later than 2 weeks after the end of the term.



COURSE SUBSTITUTION FORM

STUDENT INFORMATION: Students, please work with a faculty advisory or division dean to accurately and appropriately complete this portion of the form.

My name is:

FIRST NAME MI LAST NAME "W" NUMBER / STUDENT ID

I have catalog rights to: 2014-15 2013-14 2012-13 2011-12 2010-11 2009-10 2008-09 2007-08 I don't know Other _____

I plan to apply for my award: (degree, certificate, or skills recognition) this term, which is: SUMMER FALL SPRING of: _____
YEAR

I wish to substitute this course:

COURSE ID TITLE TERM/YEAR COMPLETED

for this course:

COURSE ID TITLE

which is required for:

- AS-T
- AS
- AA-T
- AA
- Certificate of Achievement
- Skills Recognition

in: NAME OF AWARD

MJC-GE, Area: (_____) Guidance Activities

for this reason:

- A: The course is no longer offered/has been inactivated
- B: I will be unable to earn my academic award this term because the course is not being offered this term
- C: Other: (please explain) _____

PROPOSAL VALIDATION: This section must be completed by department faculty and division dean(s).

1) Appropriateness and Scope of Substitution

- I/We have reviewed the curricular requirements for this program published in the appropriate catalog, (and program learning outcomes, if available for the targeted catalog), and verify that the proposed course substitution will also allow the student to master the desired program objectives (or achieve the program learning outcomes.)
- I/ We confirm that this substitution will be used to satisfy requirements of a program offered within our department and only involves courses offered by our area, for example, an AG course(s) needs substitution, another AG course is proposed as a substitute, for a program offered in the Agriculture department. **If checked: Complete Section 2 and 3, If unchecked, complete Section 2,3, and 4.**

2) If the CAUSE for substitution is REASON "A", above (the course has been inactivated or is no longer being offered)

- The department/division has been made aware of this course availability issue and will update any curriculum and/or evaluate course offerings in the next curriculum review cycle.

3) INTRA-DEPARTMENTAL ENDORSEMENTS

I authorize do not authorize this proposed substitution.

FACULTY SIGNATURE (REQUIRED) DATE DEPARTMENT RATIONALE (REQUIRED)

I authorize do not authorize this proposed substitution.

DEAN SIGNATURE (REQUIRED) DATE DIVISION (ABBREV) RATIONALE (REQUIRED)

4) INTER-DEPARTMENTAL/INTER-DIVISIONAL ENDORSEMENTS

- This substitution occurs **across academic departments within a single division.** Signatures from faculty in both departments have signed above and below and our division dean has signed above.
- This substitution occurs **across academic departments and academic divisions.** Signatures from faculty in both departments and division deans have signed where indicated.

I authorize do not authorize this proposed substitution.

FACULTY SIGNATURE (REQUIRED when INTERDEPT/INTERDIV) DATE DEPARTMENT RATIONALE (REQUIRED)

I authorize do not authorize this proposed substitution.

DEAN SIGNATURE (REQUIRED when INTERDIV) DATE DIVISION (ABBREV) RATIONALE (REQUIRED)