



COURSE SUBSTITUTION REQUIREMENTS

To be considered, the course must have been taken within the past five years with a grade C or better (unless otherwise indicated), must be equivalent in units and content, and be from an accredited academic institution. Educational units from foreign schools must be converted to U.S. equivalents before consideration as substitution(s). Check with the specific department for additional requirements in certain programs.

To initiate a review of your request, please complete this form and submit with the following documentation:

- ▶ Transcript (copy okay)
- ▶ Course Description
- ▶ Course Outline

STUDENT INFORMATION (Please print clearly)

Name _____ Student ID # _____ Date _____

Address _____
Street City State Zip

Phone Number _____ Email _____

DEPARTMENT

(Submit documentation to UCSC Silicon Valley Extension at the address above and to the attention of the appropriate department.)

- Applied and Natural Sciences
- Business and Management
- Education
- Engineering and Technology

PROGRAM (Indicate title of program as listed in the UCSC Silicon Valley Catalog Extension or website.)

COURSE INFORMATION

UCSC Silicon Valley Extension Course _____ Course # _____

Substitute Course _____

Date Taken _____ Units _____ Grade _____

Academic Institution Where Course Was Taken _____

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Received By _____ Date _____ Approved Denied

Coordinator _____ Date _____

Signature _____ Date _____