

- Complete** this form, sign, and date.
- Attach** relevant supporting documents with your De Anza Student ID written on each document (e.g. course descriptions, syllabi, copies of transcripts*).
 *Note: copies of other schools' transcripts are acceptable for Division review purposes, but sealed official transcripts must be on file in Admissions and Records prior to any final processing of this petition.
- Submit** to the appropriate Academic Division for review (suggestion - make a copy for your records first).

Please visit the Counseling and Advising Center for assistance.

Student Information

 Student ID # Last name First name Email address

Course Substitution Information: complete parts (A) through (F)

(A) Major you want this applied to: _____

(B) Completed course #/ID & title (abbreviate title if needed)

(C) School where completed

(D) Year & term

(E) To substitute for this De Anza course - write course ID (e.g. "CIS 22A")

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(F) Please explain below why you are petitioning:



Signature

Date

For Division Use

Required Approvals

 Division Name

Recommended Yes No

 Instructor's Name - printed

 Instructor's Signature

 Date

Recommended Yes No

 Division Dean

 Dean's Signature

 Date

Please state the reason for your recommendation: _____

For A&R Use

Approved: Yes No

By:

Date:

Comments: