

PETITION TO SUBSTITUTE CERTIFICATE REQUIREMENTS

Fullerton College
Business & CIS Division



NOTE: You must submit one form for each course you want to substitute. This form must be on file with our BUS & CIS Division office before you submit a certificate application. It is recommended that you meet with a Counselor or a Career Education Counselor for advisement on how to complete this form.

(Click [here](#) to make an appointment with a counselor)

Certificate program for which you will be substituting a course:

STEP 1: STUDENT INFORMATION

Name: _____
First Middle Last

Student ID Number: @ _____

Email: _____ Phone: _____

Catalog Year: _____ *(Click [here](#) for Fullerton College Catalog Information)*
Example: 2019-2020

STEP 2: COURSE SUBSTITUTION

You must submit one form for each course you want to substitute. Only courses taken for college credit at other institutions may be applied toward certificate units. Official transcripts from those institutions must be on file with the Office of Admissions and Records at Fullerton College. *(Click [here](#) for directions on how to submit your official transcripts from other colleges).* **Attach a copy of your unofficial transcripts and course description if you took the course at another institution.**

I hereby petition to substitute: _____
Name of the course student has taken and would like to use as a substitute

For the following: _____
Name of the course that is required for the certificate program, but student has NOT taken

The course I am substituting was taken at:

Fullerton College

Other: _____
Name of college where course was taken

I am substituting this course because:

STEP 3: COUNSELOR/ CAREER EDUCATION COUNSELOR ASSISTANCE

A Counselor can assist you with this form. If you need help filling out this form, please make an appointment with a counselor ([click here to make an appointment](#)). It is recommended that you request to meet with a Career Education Counselor.

Counselor's Name: _____ Date: _____
Name of counselor who assisted student with this form

Counselor's Email Address: _____

STEP 4: SIGN, SAVE, AND SUBMIT

Sign and date this form. Then, download and save. Make sure to include your name when saving the file, (*example: last,first_petition to substitute certificate requirements.pdf*). Finally, email the file, your unofficial transcripts, and course description to buscis@fullcoll.edu. Our office staff will contact you at the email address listed on this form 1-2 weeks after your form has been submitted.

Student's Signature: _____ Date: _____

STEP 5: PROGRAM COORDINATOR REVIEW

Course Substitution is:

APPROVED **DENIED**

Program Coordinator's Signature: _____ Date: _____

Comments:

STEP 6: DIVISION DEAN REVIEW

Course Substitution is:

APPROVED **DENIED**

Division Dean's Signature: _____ Date: _____

Comments:

OFFICE USE ONLY:

Program Code: _____ Student Notified Date: _____