

RIO HONDO COLLEGE REQUEST FOR SUBSTITUTION

**PLEASE COMPLETE TOP PORTION, OBTAIN COUNSELOR'S SIGNATURE AND RETURN TO ADMISSIONS AND RECORDS.
(Please complete one form per class)**

Date _____ I.D. # _____ Birth date _____

Name _____
Last
First
Middle

EMAIL (required) _____ Phone _____

Goal: DEGREE. _____ CERTIFICATE OF ACHIEVEMENT _____

Major _____ Catalog Year _____

Request for (check one):

Substitution for a general education requirement

Substitution for a requirement in the major

General Education Area: _____

Required major course: _____

Substitute with:

Course _____ From _____ When _____ Grade _____

Reason _____

THIS SUBSTITUTION WILL NOT CHANGE THE NUMBER OF UNITS REQUIRED FOR THE MAJOR OR GRADUATION.

****DOCUMENTATION REQUIRED: OFFICIAL TRANSCRIPTS MUST BE ON FILE IN ADMISSIONS & RECORDS
COURSE DESCRIPTION MUST BE ATTACHED TO THIS FORM**

NOTE: THIS REQUEST WILL NOT BE PROCESSED IF REQUIRED DOCUMENTATION IS NOT ATTACHED.

Student's signature

Reviewed by: _____
Counselor signature (required)

Date

Comments: _____

Routing sequence (GE only): Admissions → Articulation Officer → Admissions
 Routing sequence (Major only): Admissions → Dept Faculty → Dept Dean → Admissions

Class is: ___ Lower Division ___ Upper Division Institution is: ___ Accredited ___ Non-accredited

Approve Deny Date Reason for denial

Articulation Officer (GE only): _____

Discipline Faculty (Major only): _____

Division Dean (Major only): _____

Date Received Date Returned

Admissions & Records: _____

revised 03/19/14

Original for Admissions

Copy for Student

FOR OFFICE USE ONLY	
Exception Type:	Comments:
Force complete _____	_____
Substitution _____	_____
Also Allow _____	_____
Apply Here _____	_____
Date _____	