



Course Substitution Petition

Records & Enrollment Services
Main Building, Room M2480
5900 S. Santa Fe Drive
Littleton, CO 80160
records@arapahoe.edu
Fax: 303.797.5970

Course Substitution Petition Guidelines:

- Student and Department Chair work together to complete the Course Substitution Petition.
- Submit completed Course Substitution Petition to Graduation Coordinator in Records & Enrollment Services.
- Current DegreeCheck audit must accompany Course Substitution Petition
- If course is substitution from another institution, Records & Enrollment Services must have the official transcript on file prior to submitting Course Substitution Petition.
- Students wishing to substitution a course for a Degree with Designation must use the Degree with Designation Course Exception Request.
- Decision sent to student via ACC student email.

Student Information:

Student Name:

Student ID:

Student Email:

Student Declared Major:

Associate of General Studies (AGS)

Associate of Applied Science

Certificate

Enter declared major (if not AGS):

Course Substitution Petition must include DegreeCheck audit showing above major

Required Course Information:

Subject/Course:

Title:

Credits:

Substitution Course Information:

Subject/Course:

Title:

Credits:

Enter college/university where took above course (if not at ACC):

Is the above course currently on ACC transcript (either in-residence or already transferred)?

Yes

No (see next question)

If No, does Records & Enrollment Services have official transcript on file? Official transcript must be on file with Records & Enrollment Services prior to submitting Course Substitution Petition.

Yes

No

Student Signature: _____

Date _____

Department Chair Name:

Department Chair (signature): _____

Date _____

Division Dean (signature): _____

Date _____