

Academic Senate – April 1, 2021 - APPROVED

CERTIFICATE COURSE REQUIREMENT SUBSTITUTION- REQUEST FORM

Your Name and VVC Student Number: _____.

Student: Submit the completed form, including all its necessary signatures, at the Admissions and Records Office. This is to be used when you are seeking to replace a course that is on your desired VVC certificate's required list with one that is not.

Name of VVC Certificate (ex. "Welding Certificate"): _____.

Name of VVC Certificate Course you seek to replace (ex. "Welding 52-Shielded Metal Arc Welding Basic"): _____.

Name of Requested VVC Replacement Course (ex. "Welding 53-Shielded Metal Arc Welding Advanced): _____.

- If the replacement course was completed elsewhere, then where? _____ . (transcript is required)
- Check one or more of the statements below that may justify your request to substitute a required course for this certificate:
 - The Certificate course has not been offered at VVC in more than a year and a half.
 - The Certificate course has been offered recently, and I was enrolled in it, but it was canceled due to low enrollment.
 - I completed a comparable course at another institution, as mentioned above. (transcript required)
 - Other: _____.

Required Signatures for Course Substitution Approval Process:

1. Certificate Department Chair:

Signature Date

2. Curriculum Counselor or Curriculum Chair:

Signature Date

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**Note to student: If request is approved, it is recommended that you attached a copy of this form to your certificate application form (called the "Occupational Education-Certificate Verification Sheet").

*****Note to Admissions and Records:** Please forward a copy of this approved form to the curriculum chair.

SENATE APPROVED 03_02_2017
Curriculum Approved 03_25_2021
AS APPROVED 04_01_2021