

Victor Valley College

Course Substitution Request Form

Student: This form is to be used when you are seeking to replace a required course on a VVC degree or certificate with a course that is not listed. Substitutions are only approved under specific conditions. See below for details. You may also review with a VVC Counselor to determine if a substitution is necessary. Use one form per course. The course may apply to more than one degree or certificate requirement.

Student: _____ VVC ID: _____ Date: _____

Counselor: _____ Anticipated Completion: _____

List the certificates, degrees, or GE patterns for which you are seeking this course substitution. Include the **title and program code**. Program codes can be found in the VVC Catalog within each Program of Study. Ensure the appropriate catalog year is being utilized when listing the program code.

Example Title and Code: Psychology AA-T [PSYC.CALGETC.AA-T]

Catalog Year:

GE Certification: Cal-GETC CSUGE IGETC

Certificate(s):

Associate Degree(s):

Bachelor Degree:

Required Course: _____ Area Requirement: _____

i.e. PHYS 201

i.e. Physics, AS Major

Requested Replacement Course:

Check one or more of the statements below that justify your request to substitute a required course.

The required course has not been offered at VVC for more than a year and a half.

The required course was offered recently, but it was cancelled due to low enrollment.

Other, please describe:

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Certificate and Degree Major Requirements, route first to Discipline Department Chair.

GE requirements, route directly to a Curriculum Counselor or Curriculum Chair.

Curriculum Counselors: Stephanie Briano - Stephanie.Briano@vvc.edu, (760) 245-4271 ext. 2291
Dr. Jacqueline Stahlke - Jacqueline.Stahlke@vvc.edu, (760) 245-4271 ext. 2765

Curriculum Representative: Dr. Lisa Harvey - Lisa.Harvey@vvc.edu, (760) 245-4271 ext. 2658

Required Signatures for Course Substitution Approval Process:

1. Discipline Department Chair: _____ Date: _____
2. Curriculum Representative: _____ Date: _____

If the replacement course was completed elsewhere, an official transcript is required to be on file with the Admissions & Records Office.

Submit the completed form, including necessary signatures, to the Admissions & Records Office. You may also upload a copy of the approved course substitution when submitting your applications for graduation. Applications for graduation can be found on the [A&R Student Forms](#) page.