



Evaluations and Records Office
Course Substitution/Waiver Form

(For Associate Degree Majors and Certificates of Achievement only)

*Associate Degree for Transfer (ADT) requires Department Chair and Articulation Officer approval

Student (*Last, First, MI*) _____

Palomar ID # _____

Email Address _____

Major at Palomar College _____

*Associate Degree for Transfer major: _____

Catalog Year _____

Receiving Veteran's Benefits?

Yes

No

NOTE: Official transcripts must be on file with the Records Office for any substitution or equivalency requests from other institutions. A Course Outline or Syllabus may also be required for determination of acceptability.

Course Substitution, Equivalency and/or Waiver Request

Substitution: Acceptable in lieu of a required course

Equivalency: Equal in meaning and scope to a required course

Waiver: Waiving a requirement for major.

Course Requested (Subject and Catalog #)	Institution/College (Where completed: S or E only)	Required Course (from AD/CA reqmts)	Mark S, E or W Sub, Equivalency or Waiver
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved

Comments/reason for waiver: _____

Denied

Department directions: If form is reviewed by a discipline expert within department both discipline expert and department chair signatures/printed name are required. The Articulation Officer must approve any requests for Associate Degree for Transfer.

Department Chair/Director Signature

Date

Printed Name (REQUIRED)

Discipline Expert/Signature (If Applicable)

Date

Printed Name (If Applicable)

***Articulation Officer - only for ADT majors**

Date