Course Substitution Request

The Peninsula's Community College

Part I. (Student completes - See below for instructions)

Name ___________________________________________ Student ID ____________________________

Address                                                                                       
(Street)                                                                                      

Date ________________ Academic Division Dean ____________________________

Curriculum ___________________________ Catalog Year _____________ □ AA □ AS □ AAS □ Diploma □ Certificate

Justification for course substitution:
____________________________________________________________________________________
____________________________________________________________________________________

Substitution Course

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Credits</th>
<th>For</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Credits</th>
</tr>
</thead>
</table>

It is understood that this form is used only for substitution of Thomas Nelson courses and/or courses that have been officially evaluated from other colleges and accepted by TNCC for credit.

If approved, substituted course is applicable only to the curriculum listed. If the degree level is AA or AS, it is further understood that the transferability of the substituted course will be determined by the senior institution.

Student Signature __________________________________________ Date ________________

Part II. (Academic Division Dean)

Comments:
____________________________________________________________________________________
____________________________________________________________________________________

Dean’s Signature __________________________________________ Date ________________ □ Approved □ Disapproved

Instructions:  Student: Complete Part 1, submit form to Dean
Dean: Review request, indicate action, sign (Part 2) and forward to Enrollment Services Office.
Enrollment Services: Update data, forward copy to division, provide copy to student.

Office Use:

Received by ____________________________ Date ________________
Data updated by ____________________________ Date ________________
Notification to Division ____________________________ Date ________________
Notification to Student ____________________________ Date ________________

White: Enrollment Services  Yellow: Academic Division  Pink: Student

Enrollment Services 2014