



Course Substitution Request

Student Name: _____

CGCC Student ID#: _____ - _____ Phone#: _____

Degree or Certificate: _____ Catalog Year: _____

- This petition is a request to use a **non-equivalent** course from another accredited institution to satisfy a CGCC program requirement. Equivalent courses are applied automatically; no request is needed.
- **Official** transcripts must be on file or submitted with the form.
- Only one subject area per request.
- Course substitutions do not clear prerequisites.
- Substitutions do not decrease the total number of credits required for a degree/certificate.
- A maximum of 45% of total credits can be substituted.
- You will be notified of the decision via your college-issued "MyCGCC" email address.

Required Course	Proposed Course Substitution				
Course#	Course#	Course Title	Taken at:	Credits:	Grade:

Reason for Request: _____

Student Signature: _____ Date: _____

Office Use Only

Approved Denied Partial Approval (*see rationale*)

Dept. Chair Signature: _____ Date: _____

Dept. Chair Print Name: _____

Rationale: _____

Columbia Gorge Community College is an equal opportunity educator and employer.