PREVIOUSLY APPROVED
SUBSTITUTION FOR GRADUATION/PROGRAM REQUIREMENTS

GENERAL INSTRUCTIONS: Courses previously approved by the Academic Policies and Procedures Committee and meeting the same graduation/program requirements, no longer need to be submitted to the Committee. This action was recommended and approved November 13, 2003. a database will be maintained starting with the above date. Please complete the following form for verification of course, college, and requirement, and submit to the Registrar's Office.

STEP 1: Student Petition

I, _____, request that the following course_____

taken at _____during the_____semester/quarter be

submitted to meet the following Taft College graduation/program requirement:_____

_____

_____

_____
Student Signature Date

STEP 2: Course Substitution's Approval Date _____

Course approved to meet the following Taft College graduation/program requirement: _____

_____

_____
Advisor/Counselor Signature Date

ACADEMIC POLICIES AND PROCEDURES CHAIRPERSON

_____
Chair Signature Date

Original: Registrar
Copy: Student File

Rev:04/07(dh)