Request for Course Substitution
Associate Degree for Transfer (ADT)

To: Articulation Officer From: _____ Date: _____
Print Counselor Name

Counselors: This request form is for students who have declared Barstow Community College as their Home Campus and who are currently enrolled at Barstow Community College. Official transcripts must be in BDM.

Please attach supporting documentation: copy of CCC catalog ADT degree requirements and course description.

Student Information

Student Name: _____ Student ID #: _____
Last Name   First Name

Program Information

ADT Major: _____ Catalog Year: _____

Institution Information (a separate form must be completed for each institution attended.)

Institution Name: _____ Unit Type: ☐ Sem ☐ Qtr

Accreditation Status: Only coursework from **U.S. regionally accredited institutions** will be accepted.

External Courses

✓ Only grades of "C" or higher may be used to satisfy ADT major requirements. Grades of "P" may be used to satisfy major requirements if Pass is considered "C" or better by the sending institution. Some CSU campuses may require students to repeat the course after transfer for a letter grade.
✓ Note: Course approvals apply to the ADT only. Students should check that these courses satisfy the major requirements at the universities they are applying to.

List course information below:					Articulation Officer Use Only		
Specify: Required Core, List A, List B or List C	Substitution: External Course Prefix/#	Term Completed	Units Sem/Qtr	Grade	Justification	Approved	Denied
Ex. List B	Psyc 2	Fall 2020	3.00	B			

Justification Codes: Per ADT Reciprocity Guidelines

CCC Courses: (An external CCC does not need to have an ADT in the major for courses to be considered.)
CCC Course is:
1. On sending institution's ADT.
2. Equivalent to our ADT course based on C-ID.
3. Equivalent to our ADT course based on content review.
4. Equivalent to a course on the statewide TMC template based on C-ID designation.
5. Equivalent to a course on the statewide template based on content review
6. Articulated for the major at a CSU campus (AAM).

Non-CCC Courses (based on content review):
7. Course is equivalent to our ADT course.
8. Course is equivalent to a course on the TMC template.

Course Denied:
9. More information needed: Submit course syllabus.
10. Course does not meet any of the justifications.
11. Course does not meet the minimum unit requirements on the statewide TMC template.

Articulation Officer Signature: _____ Date: _____

Admissions & Records Signature: _____ Date: _____