



## Request for Course Substitution Associate Degree Major Requirements/Certificate of Achievement

**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.

### Student Information

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Last Name First Name

### Program Information

AA/AS/Certificate 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 major requirements. Grades of "P" may be used to satisfy major requirements if Pass is considered "C" or better by the sending institution.

List course information below:					Articulation Officer Use Only	
BCC Course Requirement	Course Substitution	Term Completed	Units Sem/Qtr	Grade	Approved	Denied
Ex. Auto 51A	Auto 25	Fall 2020	3.00	B		

**Justification:**

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Articulation Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructional Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Admissions & Records Signature: \_\_\_\_\_ Date: \_\_\_\_\_