

**West Los Angeles Community College**  
**Associate Degree for Transfer (ADT) Major Course Substitution Request**

To: Articulation Officer      From: \_\_\_\_\_      Date: \_\_\_\_\_  
Print Counselor Name

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

LACCD Email: \_\_\_\_\_ @student.laccd.edu      Contact Phone Number: \_\_\_\_\_

ADT Major: \_\_\_\_\_      Catalog Year: \_\_\_\_\_

**Counselors:** This request form is for students who have declared the college as their Home Campus, and who are currently enrolled at the college. Please attach supporting documentation such as: unofficial transcripts, course descriptions (only if not available in TES), and/or course syllabi (if provided by student).

**Students:** It is your responsibility to submit **Official Transcripts** directly from the institution to the Admissions Office. If official transcripts are not received at the time of graduation or GE certification, this evaluation will be **VOID**.

**COMPLETE INSTITUTION NAME:** \_\_\_\_\_      **Unit Type:**     SEM.     QTR.     Other

*(A separate petition must be completed for each institution attended. If requesting a substitution for AP exams only, list Advanced Placement as the institution and list exam information on page two.)*

**Transcripts:** Check one.       Official (in Viatron)     Unofficial

**ACCREDITATION STATUS:** Only coursework from U.S. regionally accredited institutions will be accepted. Check appropriate box.

ACCJC/WSCUC     MSCHE/MSAC     NEASC/NECHE     NCACS/HLC     NWCC     SACSCOC

- Only grades of "C" (2.0) or higher may be used to satisfy ADT major requirements. Grades of Pass "P" may be used to satisfy major requirements, but some CSU campuses may require students to repeat the course after transfer for a letter grade.
- Only coursework from U.S. regionally accredited institutions may be used to satisfy major and general education coursework. International courses may not be used.

Counselor's Notes:

External Courses: List information below (for AP exams use section on page 2)								Articulation Officer Use Only	
Specify: Required Core, List A, List B, List C, etc.	WLAC Course Prefix & Number	Substitution: External Course Prefix/Number	Term Completed	Units Sem/Qtr.	Grade	Justification Code	College (District Systems)	Approved	Denied

Note: For **term** use F – fall, W – winter, SP – spring, or SU – summer followed by the year (such as F18 or W2018)

**Justification Codes:** Per LACCD AP 4051 Appendix B

**California Community College Courses:** *(An external CCC does not need to have an ADT in the major for courses to be considered).*

1. CCC course is on receiving institution's ADT.
2. CCC course is equivalent to our ADT course based on C-ID.
3. CCC Course is equivalent to our ADT course based on content review.
4. CCC course is equivalent to a course on the statewide TMC template based on C-ID designation.
5. CCC course is equivalent to a course on the statewide TMC template based on content review (C-ID designation not required).
6. CCC course is articulated for the major at one of more CSU campus (AAM on TMC template).
7. CCC course is allowed per the TMC template (GECC or BCT).

**Non-CCC Courses (based on content review):**

8. Course is equivalent to our ADT course.
9. Course is equivalent to a course on the TMC template.

**External Exam (Advanced Placement) Denied:**

10. Exam not passed with at least a score of 3.
11. Exam course equivalency not on AP 4051 Appendix B.

**Course Denied:**

12. More information needed: Submit course syllabus.
13. Course does not meet any of the 1-10 justifications.
14. Course does not meet the minimum unit requirement on the statewide TMC template.
15. Course does not meet the minimum grade requirement on the statewide TMC template.
16. Institution was not U.S. regionally accredited when courses were taken.
17. Other.

**Articulation Officer Comments:**

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

Date: \_\_\_\_\_

**Los Angeles Community College District  
Associate Degree for Transfer (ADT) Major Course Substitution Request**

Evaluation Continued For:

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

**INSTITUTION NAME:** \_\_\_\_\_

**Counselors:** This page must be attached to corresponding first page of the completed student evaluation.

External Courses: (continued)								Articulation Officer Use Only	
Specify: Required Core, List A, List B, List C, etc.	WLAC Prefix & Number	Substitution: External Course Prefix/Number	Term Completed	Units Sem/Qtr.	Grade	Justification Code	College (District Systems)	Approved	Denied

Note: For **term** use FA – Fall, W – Winter, SP – Spring, or SU – Summer followed by the year (such as FA 18 or W 2018)

Advanced Placement Exams: Refer to AP 4051 Appendix B for approved major course equivalencies				Articulation Officer Use Only	
Specify: Required Core, List A, List B or List C.	AP Exam Name	Score	List approved course equivalency per LACCD AP 4051 Appendix B	Verified	Denied

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16. Institution was not U.S. regionally accredited when courses were taken.
17. Other.

**Articulation Officer Comments:**

Added to TES:

**Articulation Officer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_