West Los Angeles Community College
Local Associate Degree Major (Non-ADT)/Certificate 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: _____

Check: ☐   Local Associate Degree   ☐ Certificate of Achievement

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 <u>supporting documentation</u> 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 <u>Admissions Office</u>. If official transcripts are not received at the time of graduation, this evaluation will be **VOID.**

COMPLETE INSTITUTION NAME: _____   **Unit Type:** ☐ SEM.   ☐ QTR. ☐ Other

(A separate petition must be completed for each institution attended)

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

ACCREDITATION STATUS: Per LACCD AP 4051, only coursework from U.S. regionally accredited institutions will be accepted. Check appropriate box.
☐ ACCJC/WSCUC   ☐ MSCHE/MSAC   ☐ NEASC/NECHE   ☐ NCACS/HLC   ☐ NWCC   ☐ SACSCOC
Minimum Grade Values: Per Title 5, only grades of "C" (2.0) or higher may be used to satisfy degree major or certificate requirements. Grades of Pass "P" may be used to satisfy degree major/certificate requirements.

Reason for request: ☐ Similar course completed at another institution.   ☐ Required course not currently being offered at college.
☐ Other, Explain: _____

*Per AP 4051, **LACCD courses** with the same subject, number and title are equivalent for local degrees and certificates. **Do not submit for evaluation.***

External Course Substitution Request (for substitution based on C-ID, use page 2)

WLAC Course Prefix/Number	Units	External Course Prefix/Number & College (outside district systems)	Term Comp.	Units Sem/Qtr.	Grade	Articulation Officer Use Only	
						Approved	Denied

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

Course Approved:
1. Course content equivalent per comparison of course description or syllabus. (Per Articulation Officer. Department Chair review not required)
2. Department Chair or designee reviewed course description or syllabus.
3. Substitution of non-equivalent course approved by Department Chair or designee.
4. Other.

Course Denied:

5. More information needed: submit course syllabus.
6. Course clearly not content equivalent per comparison of course description or syllabus. (Per Articulation Officer. Department Chair review not required)
7. Does not met minimum grade value for major. (Per Articulation Officer)
8. Institution was not U.S regionally accredited when courses were taken. (Per Articulation Officer)
9. Department Chair or designee denied the course.
10. Other.

Consultation with: Department Chair or designee name: _____ **Email:** _____

Articulation Officer Signature: _____   **Date:** _____

AO Comments:

Los Angeles Community College District
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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 Course Substitution Request (Continued)

WLAC Course Prefix/Number	Units	External Course Prefix/Number & College (outside district systems	Term Comp.	Units Sem/Qtr.	Grade	Articulation Officer Use Only	
						Approved	**Denied**

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

Course Substitution: Equivalency based on C-ID (Department Chair approval not required)

California Community College Course Prefix and number	Term Comp.	Units	Grade	C-ID number	LACCD College Course Prefix and number	Articulation Officer Use Only Verified on C-ID.net	
						Verified	**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)

C-ID Denial Codes:

1. Course not listed on C-ID website.
2. Does not meet minimum grade value ("C" or "P") for major.

AO Comments:

Articulation Officer Signature: _____   **Date:** _____

2024-2025 Articulation, do not use earlier versions.