This form is to be used for requesting a course substitution or a course waiver for Ohlone degrees, certificates or General Education requirements.

Instructions for students: please fill out the information in this section; bring supporting documents, including unofficial copy of transcript(s), to an Ohlone College Drop-in Counselor (Fremont or Newark campus). Keep copies for your own records of all documents submitted. NOTE: Approval of course substitution(s) at Ohlone College does not guarantee approval at other institutions.

Date: __________________________  Name: __________________________
(First) (Last)

Ohlone ID#: __________________________  Email: __________________________  Phone: __________________________

Student Signature: __________________________

Students: do NOT complete any information below this line. Counselors will complete the remainder of the form.

<table>
<thead>
<tr>
<th>Course(s) Completed at Other Institutions</th>
<th>Request for General Education Requirement</th>
<th>Request for Major or Certificate Requirement</th>
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<tbody>
<tr>
<td>Course Dept/Number</td>
<td>Institution Completed</td>
<td>GE Plan/Area</td>
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</tbody>
</table>

At least one signature is required below:

Referring Counselor (Print name): __________________________  Date: __________________________

To be sent to the following Dean (Print name): __________________________

Signature of Counselor/Evaluator (for GE waivers): __________________________  Date: __________________________

Signature of Division Dean/Faculty: __________________________  Date: __________________________

Notes:

Student Notified: __________________________  Date: __________________________

Please return form to the Counseling Department: Ssuccess@ohlone.edu

revised: 10/7/15
INSTRUCTIONS

Students:

1. Meet with a counselor (drop-in counseling or by appointment) to complete the Course Substitution & Course Waiver Form.
2. Bring all documents needed to verify that you have completed the course work or training needed to substitute or waive a course requirement for an Ohlone College Associate Degree or Certificate (e.g. unofficial transcripts, course descriptions, etc.). Unofficial transcripts may be used for the initial evaluation by a counselor. Before final approval of associate degrees or certificates can be granted, student must submit official transcripts for all courses on this Course Substitution and Course Waiver Form.

Counselors:

1. For GE requirements:
   a. Counselors can sign and approve the Ohlone College Evaluation forms for Plans A, B or C according to the guidelines in GE Evaluation Protocol. Give the approved form to Counseling staff for scanning
   b. In cases when counselor cannot approve GE requirements for Plan A, B, or C, counselor completes the Course Substitution and Course Waiver Forms and:
      i. Indicate student name, ID# and contact information
      ii. indicate course(s) completed and the college/institution where it was completed, and
      iii. send form and supporting documents to the Counseling GE Evaluation Committee or Dean of Counseling

2. For Ohlone College AA/AS Major/Certificate requirements, or GE requirements that need Dean’s approval [for Plan A Area IV-A (English Composition) and Area VII (Information Competency)]:
   a. Complete the Course Substitution & Course Waiver Form by indicating Course Completed at Other Institutions, Institution Completed, and Specify Major/Certificate & Course/Area.
   b. Give to Counseling staff that will scan and email (from ssucess@ohlone.edu) completed form to the appropriate Division Dean. Division Dean/Faculty that oversees the course will be responsible determining approval.
   c. 1-2 counselors will be assigned to follow-up with Deans if they do not return the forms, and to email the student and the referring counselor informing them of the Dean’s decision. Completed forms (with approval/denial) will be printed and given to the Counseling staff for scanning into WebNow.

Division Deans:

1. Review Course Substitution & Course Waiver Forms submitted by email from success@ohlone.edu within 5 business days.
2. Division Dean/Faculty that oversees the course will be responsible for determining approval. If the course is being used for a major outside your division, consult as needed with the Division Dean/Faculty overseeing the major.
3. Initial/sign forms, then scan and email to Ssuccess@ohlone.edu