SUBSTITUTION

Waiver of Graduation Requirements
West Valley College recognizes that a disability may preclude a student from demonstrating required math, reading, and writing competencies or from completing course requirements necessary for an AA or AS degree in the same manner in which nondisabled students are expected. The college also recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising a disabled student's course of study and without compromising the integrity of any student's degree. For these students, a course substitution will be individually considered under the conditions described in local procedures. Only in the most extreme cases will a course waiver be considered. All policies and procedures that apply to approval of course substitutions or waivers also apply to proficiency requirements. Contact DESP at https://www.westvalley.edu/services/desp/ for further information.

Transfer of Coursework to West Valley College
Students may substitute coursework completed at other institutions to fulfill program requirements for the Associate Degree or certificate programs at West Valley College. A substitution can be requested to meet the following requirements:

• Specific program requirements for a certificate or major
• General education requirements
• Elective units required for completing associate degrees

For all associate degrees, the unit requirement must be met with courses from West Valley College or other regionally accredited colleges or universities. Students are subject to the residence requirement for the Associate Degree, regardless of the number of units transferred into the college. Note that both the units and the actual grades received from the other college or university will be accepted by West Valley College.

The Office of Admissions & Records will approve the transfer of units that will be applied toward electives for graduation after students submit an official transcript.

Admissions & Records will approve equivalencies for specific program or general education requirements when a course that is transferred to West Valley College and is clearly equivalent to a WVC course. This equivalency is determined through the use of assist.org or C-ID articulation, reviewing course outlines, or according to past Department approval and practices.

A department chair may also elect to substitute an appropriate comparable course for one required for a major or certificate offered by that department. Student inquiries with either a specific department or with Admissions and Records should occur as soon as possible after enrolling in courses at West Valley College to ensure timely completion of education goals and graduation. Students are advised to submit all transcripts for evaluation no later than the semester prior to filling out a certificate or graduation petition in order to allow the necessary time for evaluation.

Substitution Process
To complete a substitution request, students must complete the following steps:

1. Send official transcripts to West Valley College Counseling department
2. Complete the evaluation request form on the Admissions & Records website
3. Complete the substitution request form with a counselor

Once the substitution form is completed, it is then forwarded to either the department chair (for Associate Degrees/Certificates) or articulation officer (for Associate Degrees for Transfer/Associate Degree for UC Transfer Pathways) for review. Students will be notified if a substitution is approved or denied.

Substitution Implications
Completing an evaluation of external transcripts will involve reviewing and including all external coursework to the student's West Valley College transcript. The inclusion of these records may impact total units attempted/completed as well as affecting the student's Grade Point Average. Completion of this evaluation is permanent and cannot be undone.

The Office of Admissions & Records will approve the amount of units that will be applied toward electives for graduation after students submit an official transcript. Approved units will be noted on the student's unofficial and official transcript.

A department chair may also elect to substitute an appropriate comparable course for one required for a major or certificate offered by that department. Student inquiries with either a specific department or with Admissions and Records should occur as soon as possible after enrolling in courses at West Valley College to ensure timely completion of education goals and graduation. Students are advised to submit all transcripts for evaluation no later than the semester prior to filling out a certificate or graduation petition in order to allow the necessary time for evaluation.