Types of Course Substitutions

1. Local A.A./A.S & Certificate (major requirements)
2. General Education Patterns
3. Transfer Degrees (ADTs/UCTPs – Major requirements)

ADT Substitution

3. Courses from another CCC – refer to evaluators (no form needed)
   • Reassure student through use of resources (e.g., C-ID, college source, CCC Transfer, ASSIST)

3. Courses from another college (e.g., CSU, UC, Private, Out of State)
   • Consult with Articulation Officer (Michael West)
   • Upload Syllabus/COR/Check TES

A.A./A.S., Cert. & GE Pattern

1. Major – Consult with department chair
2. Local GE & Liberal Arts – Consult with Counseling department chair

Transfer GE – Depends (follow ADT sub. Guidance), consult with evaluators or AO

The Substitution Process

To request a substitution, please complete the electronic substitution form on the articulation webpage. Depending on the scenario, you may need to consult with the appropriate department chair or Articulation Officer. Requests are automatically submitted to the appropriate individual.

Notes & Resources:
- Email confirmation from dept. chair is acceptable in lieu of form
- AO approvals will be noted in DW Audit
- Useful links:
  • Electronic Substitution Form
  • College Source
  • CCC Transfer
  • ASSIST // C-ID
  • TES Cheat Sheet
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