Course Substitution Request Check Sheet – Dental Hygiene Program

You are requesting a Course Substitution because you have submitted your transcripts to SRJC’s Office of Admissions and Records to be evaluated and have found through the SRJC Transfer Credit Evaluation that you still have outstanding courses that you believe have been fulfilled at another institution.

To evaluate your course substitution request, I will need the following information:

1. Application to SRJC, completed on (approximate date) \_\_\_\_\_\_\_\_\_\_\_\_
2. Provide a copy of the Transfer Credit Evaluation showing the courses in the major and GE where you have been given credit.
3. Provide date and name of a Health Science counselor who you are working with at SRJC
	1. Date (approximate date) \_\_\_\_\_\_\_\_\_\_\_
	2. Counselor’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Separate Course Substitution Request for each course requested
5. Separate transcript (may be unofficial transcript) included for each course. Please highlight the course you believe is the substitute.
6. Complete course description for each substitution request. If needed, I may request additional information such as outline/syllabus
7. When will you be eligible to submit your dental hygiene application?\* \_\_\_\_\_\_\_\_\_

**NOTE**: you must decide which course you are requesting for your substitution, I have no way to determine which of your courses is the best choice. The Health Science counselors are able to help you.

Please check each of the above 7 steps, I may not be able to help you with your request if **any** of the steps are missing.

\*If you are not applying to the SRJC Dental Hygiene program for the next application period, I will sign the bottom of the Course Substitution form indicating that the course substitution is approved at this time. Please keep this paperwork and submit it with your application and it will be processed through Admissions and Records at that time.

CH – 10/2018 Acceptance and Enrollment Information