

College of the Redwoods Certificate Course Substitution

This is a course substitution for a Certificate of Achievement **or**
 Certificate of Completion

Title of Certificate: _____

Student Name: _____ ID number: _____

Please check the items that apply to your situation:

A required course for this certificate has not been offered within the last four semesters, **OR** a required course for this certificate has been canceled and will not be offered again before the student would have otherwise completed the certificate program.

The student has taken an equivalent course at College of the Redwoods or at another accredited college or university (***please attach a copy of official transcripts from the transfer institution***).

The student's demonstrated skill level is above that of the required course.

The required course is _____

Signature of instructor of record

Date

Other compelling reasons exist that make the completion of a specific course a significant and unnecessary barrier to the student's timely fulfillment of the certificate requirements (***please attach supporting documents***).

Required course(s)

Substituted course(s)

Authorizing signatures:

Department Chair

Date

Division Chair

Date

Please attach this form to the Certificate Application.