Attached is your petition for a substitution. If it has been fully signed and the dean has approved the petition, it will be processed according to the following schedule:

If we receive a fully signed form between finals week of one quarter and the last day of instruction of the next quarter, and if the form can be processed*, it will affect the next EAP gauge update. Your gauge will then affect the following registration rotation.
  • Example: if received before the last day of instruction of fall quarter, we will process it before the EAP gauge updates in January. This will affect spring registration.

If we receive the fully signed and dean-approved form after the last day of instruction of a quarter, the petition will be held until after the EAP gauge has been updated. The petition will then be processed in the order received and applied to the next gauge update.

*Please note that transfer courses that are in progress cannot be processed until we receive final grades.

*Please note that there are rare occasions when a petition is submitted that cannot be processed because it violates a policy. Some examples of violations are:
  • Requests to use the same course(s) to meet two different requirements within the major, support, and/or concentration.
  • Requests to use transfer courses that are a repeat of course content, are not baccalaureate level, or are from a school that is not regionally accredited.
  • If the original major/support course also fulfills a GE requirement, the requested course must also be approved in the same GE area in order to fulfill the GE requirement. If this is not the case, then you will have to take an approved GE class in that area.