SU COURSE SUBSTITUTION REQUEST

STANTON UNIVERSITY
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Eligibility: *Student requesting Prior Learning credit for course work or industry certification or other experience earned or awarded prior to or outside of enrollment at Stanton University must be admitted to the receiving program and earn at least 25% of the program credit/clock hours before the PL credits are applied to the student's transcript. Exception: Students seeking internal course credit that does not transfer to other California institutions.*

Section 1   To be completed by Student

Student ID#:_____   Student Name:_____

Degree Program Name:_____

Catalog Year:_____   *In some cases, the catalog year listed on this form may need to be changed to make the prior learning credit fit the best for degree audit purposes.*

REQUIRED PROGRAM COURSE			SUBSTITUTED COURSES			
Course Number	Course Title	Credits/Hrs	Course Number	Course Title	Credits/Hrs	This course is a:

REASON FOR REQUEST
Explain your reasons for submitting this request. Be specific and detailed. (Box will expand.) Attach any documentation that supports this request.

Section 2   Admission's Office

*It is the student's responsibility to enroll in the correct classes to complete their degree program. If a student mistakenly chose the wrong class and request a course substitute towards their degree audit, than the student must pay a handling fee a **$50** processing fee to Stanton University.*

Student has paid $_____ per established fee schedule.   Date:_____

 (Student - Attach copy of fee receipt)

Section 3   Signature Approval

Your signature affirms compliance with Academic Regulations. All signatures required.

Student Signature:_____   Date:_____

Program Chair:_____   Date:_____

Director of Academic Affairs:_____   Date:_____