

# 2023/2024 GENERAL EDUCATION COURSE SUBSTITUTION PETITION



## Steps to Petition:

1. Complete Sections A & B (please print clearly). Incomplete forms will be returned.
2. Submit the completed petition form to the Military and Contract Education Program. Staff will route petition to counselor for review. Counselor may contact you if additional information is needed.
3. Course approval is the sole discretion of the department and will be posted on Degree Works. Students will only be notified by email or mail if any portion of the petition was denied.
4. Please allow 3-4 weeks for processing.

## STUDENT INFORMATION

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Street Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

Student signature required \_\_\_\_\_ Date \_\_\_\_\_

Counselor's signature \_\_\_\_\_ Date \_\_\_\_\_

## PETITION REQUEST

Official transcripts for all institutions in this petition must be on file with Coastline Admissions and Records. Attach additional supporting documentation such as course descriptions, or syllabi, to this petition. If additional lines are required, complete a second petition.

### Please indicate for each course:

the name of the institution where the course was completed, the course's department and course number (example, ENGL C100), the number of units for the course as well as whether they were semester (S) or quarter (Q) units, the term the course was completed, your grade in the course, and what GE requirement you want to satisfy with the course. Please contact the Counseling Center if you need additional assistance in completing this form.

Institution Name	Dept & Course #	# of Units and S or Q	Term	Grade	Option 1 GE Area	Option 2 GE Area	Option 3 GE Area
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

### Minimum Grades for GE approval

- Option 1 – Coastline General Education: Minimum of C grade in areas A2 and A3. A grade of D is acceptable in all other areas.
  - Option 2 – CSU General Education: Minimum of C- grade in areas A1, A2, A3 and B4. A grade of D is acceptable in all other areas.
  - Option 3 – UC IGETC: Minimum of C grade in all areas.
- (upper-division courses or international coursework can only be approved for Option 1 petitions)

OFFICE USE ONLY

\_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied**  
 \_\_\_\_\_ **By TES or Dean/Chair & Date**  
**Notes** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Submit Completed and Signed form to:**  
**Coastline College**  
**Attn: Military & Contract Education**  
**11460 Warner Avenue, Fountain Valley, CA 92708**  
**Email: [degreeplanning@coastline.edu](mailto:degreeplanning@coastline.edu)**