LONG BEACH CITY COLLEGE
ADMISSIONS AND RECORDS

Course Substitution Approval

IMPORTANT: Please read all directions and fill out the form carefully. Course substitution is the process of garnering formal approval from an academic division to use one or more courses to satisfy specific course requirements at LBCC. Course substitutions can be sought when circumstances prevent you from completing one or more requirements published in the catalog to which you have catalog rights. Approved course substitutions are sent directly from the Department Head to the Office of Admissions and Records; we do not accept the course substitution approval form when submitted by the student.

NAME: _____ Student ID #: _____
(First) (Last)

EMAIL: _____ Phone: _____ Date:_____

To:_____ Department:_____

From_____ Field of Concentration:_____

Coursework completed at:_____ Attachment: ☐ Yes ☐ No

Course Information			Substitute For	
Course	**Units**		**Course**	**Units**

Notes:

Department Head Signature: _____

☐ Please check this box if approval is sent via email.

Department Head, please email this form to admissions@lbcc.edu or to a records specialist in the Admissions and Records Office.