

**Los Angeles Community College District – HARBOR**  
**Associate Degree for Transfer (ADT) Major Course Substitution Request**

To: ao@lahc.edu  
 LAHC Articulation Officer From: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student Name: \_\_\_\_\_ Print Counselor Name

\_\_\_\_\_ Last Name First name

Student ID Number: \_\_\_\_\_

Student Email: \_\_\_\_\_@student.laccd.edu Contact Phone Number: \_\_\_\_\_

ADT Major: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

**Counselors:** Please attach transcripts only if official transcripts are NOT in Viatron.

**Students:** It is your responsibility to submit OFFICIAL TRANSCRIPTS DIRECTLY FROM EACH INSTITUTION TO THE ADMISSIONS AND RECORDS OFFICE. If official transcripts are not received at the time of graduation or certification, this evaluation will be void.

**INSTITUTION NAME:** \_\_\_\_\_ **Unit Type:**  SEM.  QTR.

- Only grades of “C” (2.0) or higher may be used to satisfy ADT major requirements. Grades of Pass “P” may be used to satisfy institution) major requirements, but some CSU campuses may require students to repeat the course after transfer for a letter grade.
- Only coursework from U.S. regionally accredited institutions may be used to satisfy major and general education coursework.

**ACCREDITATION STATUS:** Only coursework from U.S. regionally accredited institutions will be accepted. Check appropriate box.

ACCJC/WSCUC  MSCHE/MSAC  NEASC/CIHE  NCACS/HLC  NWCC  SACSCOC

(A separate petition must be completed for each institution attended. If requesting a substitution for AP exams only, list Advanced Placement as the Foreign/international courses may not be used.

**External Courses: List information below (for AP exams use section on page 2)**

Specify: Required Core, List A, List B or List C.	Substitution: External Course Prefix/Number	Term Completed	Units Sem/Qtr.	Grade	Justification (See Codes Below)	Articulation Officer Use Only	
						Approved	Denied

**Justification Codes:** Per the LACCD ADT Reciprocity Guidelines

**CCC Courses:** (An external CCC does not need to have an ADT in the major for courses to be considered).

1. CCC course is on receiving institution’s ADT.
2. CCC course is equivalent to our ADT course based on C-ID.
3. CCC Course is equivalent to our ADT course based on content review.
4. CCC course is equivalent to a course on the statewide TMC template based on C-ID designation.
5. CCC course is equivalent to a course on the statewide TMC template based on content review (C-ID designation not required).
6. CCC course is articulated for the major at one of more CSU campus.

**Non-CCC Courses (based on content review):**

7. Course is equivalent to our ADT course.
8. Course is equivalent to a course on the TMC template.

**External Exam (Advanced Placement)**

9. At least one CSU campus gives course credit for a passed exam equivalent to the CCC course on our ADT.

**Other:**

10. Explain: \_\_\_\_\_

**Course Denied:**

11. More information needed: Submit course syllabus.
12. Course does not meet any of the 1-10 justifications.
13. Course does not meet the minimum unit requirement on the statewide TMC template.
14. Institution was not U.S. Regionally accredited when the courses were taken.

LAHC Articulation Officer, Adrienne Brown: \_\_\_\_\_  
 \_\_\_\_\_  
 Articulation Officer Signature Date

**Los Angeles Community College District – HARBOR**  
**Associate Degree for Transfer (ADT) Major Course Substitution Request**

Evaluation Continued For:

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**INSTITUTION NAME:** \_\_\_\_\_

<b>External Courses: (continued)</b>						<b>Articulation Officer Use Only</b>	
<b>Specify: Required Core, List A, List B or List C.</b>	<b>Substitution: External Course Prefix/Number</b>	<b>Term Completed</b>	<b>Units Sem/Qtr.</b>	<b>Grade</b>	<b>Justification (See Codes Below)</b>	<b>Approved</b>	<b>Denied</b>

<b>Advanced Placement Exams: List information below.</b>					<b>Articulation Officer Use Only</b>	
<b>Specify: Required Core, List A, List B or List C.</b>	<b>Course</b>	<b>Substitution: AP Exam Name</b>	<b>Score</b>	<b>Justification #9: List CSU Campus</b>	<b>Approved</b>	<b>Denied</b>

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**Other:**

10. Explain: \_\_\_\_\_

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11. More information needed: Submit course syllabus.
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13. Course does not meet the minimum unit requirement on the statewide TMC template.
14. Institution was not U.S. Regionally accredited when the courses were taken.

LAHC Articulation Officer, Adrienne Brown: \_\_\_\_\_

**Articulation Officer Signature**

**Date**