

# Petition for Substitution of Required Courses

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_ COM ID#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ Other names that transcripts may be listed under: \_\_\_\_\_

**PREREQUISITES completed at other colleges (catalog descriptions must be attached).**

	<b>Course title</b>	<b>Lab: yes/ no</b>	<b>School name</b>	<b>Date complete</b>	<b>In progress: yes/no</b>	<b>Grade</b>	<b>Units</b>	<b>Quarter/ semester</b>	<b>Office use only: Allowed/ Denied</b>
	AP Chemistry, Chemistry 110 or Chemistry 114 or 115								
	Anatomy-Biology 120								
	Physiology-Biology 224								
	Microbiology-Biology 240								
	English 150								

**COREQUISITES completed at other colleges—not used for selection process (catalog descriptions must be attached).**

	COMM 100, 101, 102, 103, 104, or 105 or SPCH 110, 120, 122, 128, 130 or 132								
	Psychology 110								
	Psychology 112 or 114								
	One of the following: Anthro 102, 103, 208 or Sociology 110, 140								

**GE REQUIREMENTS completed at other colleges—not used for selection process (catalog descriptions must be attached). Students with BA degrees are exempt from GE and may leave this section blank.**

	Arts and Humanities								
	Communication and Analytical Thinking								
	American Institutions								
	Physical Health								
	Cross-Cultural Studies								
	Math 103, 115 or higher								

1. Students are subject to requirements in the catalog in the semester of acceptance into the Nursing Program.
2. Courses can only be substituted with a "C" or higher grade. A "C-minus" is NOT accepted.

## Procedures for Substitution of Required Courses for College of Marin Registered Nursing Program

Courses completed at other institutions:

Prerequisite courses taken at institutions other than the College of Marin must be evaluated prior to acceptance into College of Marin RN Program. This process requires the student to petition the College to accept courses taken elsewhere as satisfying College of Marin prerequisite courses. Additional time is needed for the College to make these assessments.

The Petition for Substitution, official transcripts and course descriptions must be submitted to Enrollment Services for their approval by the application close. Transcripts can be submitted 2 ways:

1. **Electronic:** Transcripts from your previous college/university can be sent electronically using the institution selection code for College of Marin. This code is provided by the transcript vendor.
2. **Printed:** Ensure that the transcripts remain sealed in their original envelopes and mail them with a copy of your Petition for Substitution form and course descriptions directly to Enrollment Services at the following address:

**College of Marin**

Attn: RN Application-Enrollment Services  
835 College Ave  
Kentfield, CA 94904

\*Emailed transcripts will not be accepted. If your college/university requires an email to order the transcripts please contact Enrollment Services directly for instructions, ( 415) 457-8811 ext. 8822 or at the following link: [es.marin.edu/](https://es.marin.edu/). It is the student's responsibility to request official transcripts and course descriptions for the year the course was completed and attach catalog course descriptions to the Petition.

The original approved/denied copy will be kept in the student file in the Enrollment Services Department and a copy of the petition will be sent to the student.

**Note:**

All documents must be received by February 1st for fall admission. It is the applicant's responsibility to provide complete and accurate material by the closing date. Applications that are incomplete on the closing date cannot be considered for review.