



Policy:

Students may request to count courses in a different CCPE open enrollment certificate program toward another comparable CCPE open enrollment certificate program. *Example: A candidate for the Certificate in Marketing petitions to take a course in International Business Management, International Trade & Policy, in place of a Marketing certificate elective.*

- A proposed course substitution should be similar in subject matter and comparable in the number of contact hours to ensure academic rigor is maintained.
- Students requesting a course substitution should contact the program manager for the certificate they wish to pursue before enrolling.
- Students may not count courses towards more than one certificate or program; the double counting of courses is prohibited.
- Georgetown CCPE retains the right to approve or deny substitution petitions based on academic standards.
- This policy does not apply to application programs for which course substitutions are prohibited e.g. Leadership Coaching.

Instructions:

1. Complete all required information
2. Submit this form:
 - **By Email** to ccpe@georgetown.edu
 - **By Fax** to 703-812-9324
 - **In person** to the front desk, 3101 Wilson Blvd., Suite 200, Arlington, VA 22201

Course Substitution Request Form

Full Name: _____

Phone: _____

Email: _____

Program: _____

Term: _____

I request to substitute the following course from one CCPE non-credit certificate program toward another:

Required Course			Substitute Course		
Course name	Course #	Hrs	Course name	Course #	Hrs

Reason for Substitution Request Provide a rationale for approval of the transfer courses listed above.

I understand that to allow for substitution, the course must be similar in subject matter and comparable in the number of contact hours to ensure academic rigor is maintained.

Student Signature _____ Date _____

For office use only:

Petition Review (to be completed by university academic administrator)

Substitution request granted: Approved / Denied If denied, reason:

Official Name: _____ Signature: _____ Date: _____

The program manager must archive this form in S:\OPS\CCPE Policies\Academic Policies.

Student GUID: _____ Saved in S Drive: _____ Date _____ (initials)