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 substitute an International Business Management course for a Marketing elective.
• A proposed course substitution should be similar in subject matter and comparable in contact hours to ensure maintain academic rigor.
• Only an elective from the same curriculum can be substituted for a required course.
• 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.
• 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.

Instructions:
1. Complete all required information
2. Submit this form prior to course registration:
   • By Email to ccpeprograms@georgetown.edu
   • In person to the front desk, 640 Massachusetts Avenue NW, Washington, DC 20001

Course Substitution Request Form

Full Name: ____________________________
NetID: _____ GUID: ________
Phone: ______________________________
Email: ______________________________
Program: _____________________________
Term: ________________________________

I request to substitute the following course from one CCPE open enrollment certificate program toward another:

<table>
<thead>
<tr>
<th>Curriculum Course</th>
<th>Substitute Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course name</td>
<td>Course number</td>
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</tbody>
</table>

Reason for Substitution Request: Provide a detailed 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: ____________________________
Received by: ____________________ Signature: ____________________ Date: ________________
Reviewed by: ____________________ Signature: ____________________ Date: ________________

*Add to student record in Destiny and edit certificate stream