FRESNO STATE
Kremen School of Education and Human Development

SUBSTITUTION REQUEST FORM

Writing Competency

Last Name _____ First Name _____ Middle Initial _____

Telephone (primary): _____ Email: _____ Fresno State ID: _____

Intended Graduate Program: _____

Substitute course number & title: _____

Institution where the course was taken: _____

INSTRUCTIONS

DO NOT SUBMIT:

- if course is older than 10 years
- if course is a Fresno State equivalent course (any Fresno State "W" course with a "B" or better)

Provide the following in a complete packet:

- ✓ This form
- ✓ Copy of the course syllabus
- ✓ Copy of your transcript with the grade you received *(highlighted)* *Course must be completed with a "B" or better.*
- ✓ Copy of catalog description *(highlighted)*
- ✓ A writing sample from the course

Bring the completed packet to the Education Student Services Center, ED 100 or mail to:

Kremen School of Education and Human Development
Attn: Graduate Admissions Analyst
5005 North Maple Ave. M/S ED 701
Fresno, CA. 93740

FOR OFFICE USE ONLY

☐ Approved
☐ Denied _____

_____

_____

Graduate Programs Coordinator _____ Date _____