SUBSTITUTION REQUEST FORM FOR ERA 153 AND/OR WRITING COMPETENCY

Name: _____
Last First Middle

Telephone: Home _____ Other _____

E-mail: _____ **Fresno State Student ID:** _____

Intended Program: Must choose program **Check one:** ☐ **Applying** ☐ **Admitted**

Requirement you are requesting to substitute: *(Check one or both)*

☐ **ERA 153 Educational Statistics** ☐ **Writing Competency**

Course title(s) _____

Institution(s) where the course was taken: _____

DO NOT SUBMIT if course is lower division and/or a Community College course OR listed on the list of equivalent courses.

Fresno State equivalent Courses:

ERA 153=*PSYCH 144/ 143, SWRK 171/ 176, DS 123, HS 202*

Writing Competency= *ENGL 160W/ 117W, CBEST, UDWE, CSET (writing)*

Provide the following in a complete packet:

☐ **1. This form**
☐ **2. Hard copy of the Course Syllabus**
☐ 3. **Copy of your transcript with the grade you received** *(highlighted)* *Course must be completed.*
☐ **4. Copy of catalog Description** *(highlighted)*

☐**In addition, for the Writing Competency, a writing sample from the course is required.**

Bring this information to Education Student Services Center in ED 100 **or mail separately from program application to:** (sorry no faxes or e-mails)

Attn: Graduate Technician
Kremen School of Education and Human Development
5005 North Maple Ave. M/S ED701
Fresno, CA. 93740

Once the Graduate Programs Coordinator has made a decision, you will be notified of the outcome in writing via e-mail. If your program application is not on file, you will need to submit a copy of the email with your program application as proof of completion of the course.

****REMINDER-Do not submit** form if you have a Fresno State approved equivalent listed in the program application. However, you must submit transcripts with your program application with the grade highlighted if you want the equivalent course to count.

OFFICE USE ONLY

☐Approved
☐ Denied _____

_____

_____

Signature of Graduate Programs Coordinator _____ Date _____

10/16/2012 ME