

Education Specialist Credential Program Course Substitution Request Form

Submitting this form is not a guarantee nor a promise that your request will be approved

Date of request: _____ Semester/Year Start: _____

Student and Program Information

Last Name *First Name* *Fresno State ID*

_____ @mail.fresnostate.edu
Fresno State email

Program:

- Dual - Multiple Subject and Mild Moderate and Extensive Support Needs
- Education Specialist - Mild Moderate and Extensive Support Needs

Course Substitution Requirements

To request a course substitution after you have been admitted to our credential program, please complete and email all of the following to the Education Specialist Coordinator as one attachment: [1] a copy of **unofficial transcripts from the previous university where you completed the substitution courses**, [2] a copy their **course syllabus**; [3] a copy of their **course catalog description** [4] If the coursework was taken outside of Fresno State, a **letter of good standing on letterhead stationery from their Program Coordinator or Credential Analyst**. *The letter is **not** needed for substitution requests for SPED 120 and/or CI 100 prerequisite courses.*

Unit Information for Substitution Requests

- No unit limit for applicable credential coursework from any California State University that meets the Fresno State program requirements, if approved by the Coordinator.
- Up to 6 units limit for credential coursework from other than a California State University that meets the Fresno State program requirements, if approved by the Coordinator.

Substitution Request Information

Fresno State Course	Previous University and Program	Course #	Course Title	Units	Grade	Sem. & Year passed
CI 100						
SPED 120						

Office Use Only

Substitution request for _____ Approved Denied Date: _____ Coordinator initials: _____