



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