

# Substitution Request -Upper-Division Elective Requirement- Film and Digital Media Major

**For courses taken outside the department, this form (with course syllabus attached) is to be submitted to the Film and Digital Media Department. Appropriate faculty review completed forms to determine approval. (Policies regarding substitutions are listed on reverse)**

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

I am petitioning the department for a substitution of an upper-division elective course:

Name, description, and instructor of the course you are proposing to take:

\_\_\_\_\_  
\_\_\_\_\_

Reason for this request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part II - Department Verification (for off-campus courses)

Transfer/transcript verified: \_\_\_\_\_

Other substitutions on file: \_\_\_\_\_

Verified by: \_\_\_\_\_

## Part III - Faculty and Departmental Approval

I agree that this request is appropriate: \_\_\_\_\_  
(Film and Digital Media faculty)

This petition has been: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

Date \_\_\_\_\_ Chairperson: \_\_\_\_\_

## *Film and Digital Media Substitution Policy*

1. Substitutions will be granted for upper-division critical studies **elective** credit only.
2. A maximum of two substitutions will be granted for courses taken either at another institution or from other UCSC departments.
3. Substitutions may be requested for upper-division F&DM electives under the following conditions:
  - \* Courses taken in other departments at UCSC\*.
  - \* Courses taken at other universities.
  - \* Courses taken through EAP.
  - \* Independent study courses in critical study taken within Film and Digital Media.
  - \* Approved substitutions are valid only for the quarter in which the course was offered by the faculty indicated on the syllabus.
4. Substitutions for F&DM classes cannot be granted for the following types of classes:
  - \* Lower-division courses (including student-directed seminars).
  - \* Junior college courses.
  - \* Courses for which UCSC transfer credit was not granted.

Generally, substitutions may be granted for writing intensive courses that primarily focus on the study of film, video and/or television. Substitutions cannot be granted for classes where films were screened, but the primary focus was on another subject, like literature, drama, art, sociology, history, etc. The level of work required of students must approximate that required in upper-division classes offered by Film and Digital Media.

*\* No petition is required for some UCSC classes already on the pre-approved list. Please see the Film and Digital Media office **before** submitting a petition for a UCSC class.*