



REQUEST FOR COURSE SUBSTITUTION OR WAIVER OF PROGRAM REQUIREMENT

NOTE: This form is NOT used if you want a course from another college to satisfy a prerequisite for a class or program. You may need to use a "Prerequisite Challenge" form or a counselor can assist you with an "Over-ride". Please see a counselor for assistance.

Student ID Number: _____ Email: _____
 Last Name: _____ First Name: _____
 Street Address: _____ Contact Number: _____
Address

City State Zip

Major: _____ Educational objective: AA AS Certificate

NOTE: Please refer to the College Catalog for graduation requirements.

A. TO REQUEST A SUBSTITUTION OF A PROGRAM REQUIREMENT

(AA/AS General Education Substitutions reviewed by Counseling Faculty only):

	Course Number	Course Title	College	Units
I wish to substitute:				
In place of:				
Rationale:				

B. TO REQUEST A WAIVER OF A PROGRAM REQUIREMENT:

(AA/AS General Education Waivers reviewed by Counseling Faculty only):

	Course Number	Course Title	Units
I wish to waive*:			
Rationale:			

NOTE: To complete Sections A and/or B, include parallel experience(s) which provide(s) rationale for course substitution or waiving of program requirement.

- Submit supporting documents which may include transcripts, statements of employers, and military or technical school certificates.
- If course taken at another accredited college, please provide an official transcript and a course description from college catalog or course outline.
- *If approved, student must substitute appropriate elective course(s) to obtain the total units required in the program

RECOMMENDATIONS OF FACULTY AND APPROPRIATE DIVISION DEAN:

 PRINT Faculty's Name SIGNATURE DATE Approved Denied

Reason if denied: _____

 PRINT Dean's Name SIGNATURE DATE Approved Denied

Reason if denied: _____

PLEASE RETURN COMPLETED AND SIGNED PETITION TO ROOM 752, BUILDING 700.

FOR COUNSELING OFFICE USE ONLY

Action: Your request for **course substitution/waiver** has been **approved**.
 Your request has been **denied** for the following reason(s): _____

 Date: _____
 Dean of Counseling Or Designee

INSTRUCTIONS

1. **Contact an instructor of the class you are requesting to substitute or waive. For General Education substitutions/waivers, you must contact a counselor.** *(If the class is not being taught, go to the appropriate Division Dean to determine the appropriate instructor to contact.)*
2. **Attach documentation substantiating your reason for the substitution/waiver.** *(catalog description, course outline, syllabus, copy of your transcripts)*
3. **Have the instructor/counselor sign the form approving or disapproving the request.**
4. **Submit the Request for Course Substitution or Waiver of a Program Requirement form to the Division Dean of the above instructor/counselor for review and signature.**
5. **Return the signed form directly to General Counseling, Building 700, Room 752 for final review and signature by the Dean of Counseling.**

Applied Technology and Business Division Dean Bldg 400, Rm 462	School of the Arts (SOTA) & Social Science Division Dean Bldg 400, Rm 404C		Health, Physical Education & Athletics Division Dean Bldg 2200, Rm 2273	Language Arts Division Dean Bldg 400, Room 460	Science & Mathematics Division Dean Bldg 2000, Rm 2004	Counseling Division Dean Bldg 700, Rm 752
Apprenticeship Automotive Technology Business Computer Application Systems Electronic Systems Entrepreneurship Fire Technology Machine Tool Tech Real Estate Welding Work Experience	Architecture Art Art History Digital Media Film Humanities Graphic Design Interior Design Mass Communications Music Philosophy Radio Recording Technology Religious Studies Theater TV Broadcasting	Administration of Justice Anthropology Early Childhood Development Economics Ethnic Studies Geography History Political Science Psychology Sociology	Athletics Health Dental Hygiene Nursing Nutrition Emergency Medical Services Kinesiology	American Sign Language English ESL World Languages	Anatomy Astronomy Biology Chemistry Computer Science Engineering Mathematics Physics	Psychology- Counseling