## Admissions and Records Petition
### Substitution/Waiver of Requirements

**Name**

**Date of Birth**

**Mailing Address**

**SCC Email Address**

**City**

**State**

**Zip**

**SCC ID#**

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All coursework must be from a regionally accredited institution

(See page 2 for more information)

Select one:

- Major Requirement (Must have signature of School Dean)
  - Waiver (Work experience or otherwise in-lieu-of course)
  - Substitution (Course for course)

- GE (approval/denial given by A&R Director or Designee)
  - Substitution only (GE units cannot be waived)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Description</th>
<th>Semester Units</th>
<th>Grade</th>
<th>College Where Taken</th>
<th>Semester and Year Taken</th>
<th>At SCC, will Substitute for (course title)</th>
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Reason for Request:__________________________________________________________________________________________

________________________________________________________________________________________________

__________________________________________________________________________________________ ______

Student’s Signature    Date   Telephone No.

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**OFFICE USE ONLY**

Action of Dean of School/Faculty member (major requirement) or A&R Director or Designee (GE requirement)

- Approved - I agree that the requested substitution/waiver meets the spirit of the intent of the requirement.
- Denied

School Dean or A&R Director Signature  __________________________

Comments: __________________________
Substitution/Waiver Information and Instructions

- See catalog for complete information.
- This form should ideally be completed and submitted well in advance of petitioning for your degree and/or certificate.
- Please identify your major when completing this form.
- Please identify the term in which you intend to graduate when completing this form.
- Please select one: either substitution or a waiver for Major or GE when completing this form.
- If you are using courses from another institution, that institution must be regionally accredited. To determine whether or not a school is regionally accredited, email admissions@solano.edu and a staff member will assist you.
- Major substitution/waivers must be approved by the Dean of the School the major is listed under in the catalog. The Dean will review in consultation with an appropriate faculty member.
- GE (General Education) substitution must be approved by the Director of Admissions or designee. GE substituted or waived classes must meet spirit of the following in order to be approved. If you disagree with the determination made, you should first consult with the Admissions and Records Director or designee. If resolution cannot be found complete an Appeal Petition.
- Upper Division units from universities can be used for fulfilling content requirements only. This does not waive unit value requirements. Determination to be made by Admissions & Records Director or designee in concert with appropriate Dean and/or professor.

Instructions:
1. Complete form
2. Submit form to Dean’s office (Dean of the school you are petitioning) for major requirements or A&R for GE requirements.
3. Dean’s office will submit to A&R once their review is complete.
4. A&R will process and email copy to student's SCC email within ten (10) business days of student submission.
5. A&R will maintain a copy for student’s permanent record. Approved petitions will be applied during the semester that student petitions for a degree/certificate.

| Area A-Natural Sciences | Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to designed help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics, and other scientific disciplines. |
| Area B-social and Behavioral Studies | Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, and related disciplines. |
| Area C-Humanities | Course in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion. |
| Area D-Language and Rationality | Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses. Such courses: |
| (i) Include both expository and argumentative writing | |
| (ii) Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines. |
| Area E-Cross Cultural Studies | Must include study of at least 2 cultures within American society |
| Local District Requirement-Health and Physical Education | 2 Kinesiology activity courses. 1 may be HED. |