



Rec'd By: _____
Date: _____

Graduation: (expected)

Fall Spring Summer Year: _____

Admissions and Records Petition Substitution of Degree Requirements

Please Print Clearly.

Name	Major
Address	Email Address
City/ State/Zip	Date of Birth
	SCCID#

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)

- Substitution (Course for course. Course descriptions/syllabus and transcript must be attached.)
- Work Experience (Must attach a letter from employer certifying that work performed complies with course syllabus.)

GE (approval/denial given by A&R Dean or Designee)

- Substitution only (Course descriptions/syllabus and transcript must be attached.)

Course Title or Work Experience	Course Description	Semester Units	Grade	College Where Taken (Solano or American River; etc.)	Semester/Year	At SCC, will Substitute for (course title)

Reason for Request: _____

Student's Signature (Required) _____ Date _____ Telephone No. _____

OFFICE USE ONLY

Action of Dean of School (major requirement) or A&R Dean or designee (GE requirement)

- Denied** - The requested substitution or waiver *does not* meet the spirit of intent of the requirement. Approved Waiver
- Approved Substitution** - The requested substitution meets the spirit of intent of the requirement. Credit-by-Exam

Faculty Recommendation (optional): _____

Print Faculty Name: _____
(Required only if Faculty input is requested by Dean)

Date: _____ Print Dean's Name: _____ Dean Signature: _____
(Required) (Required)

Date: _____ Print A&R Dean or designee Name: _____ Sign: _____

Comments: _____

Substitution/Waiver Information and Instructions

- See online catalog for SCC course 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.
- If you are using courses from another institution, that institution must be regionally accredited. Please attach Official transcript current within 30 days of application. To determine whether or not a school is regionally accredited, log on to: <http://ope.ed.gov/accreditation/Search.aspx>
- Major substitution must be approved by the Dean of the School the major is listed 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. If you disagree with the determination made, you should first consult with the Admissions and Records designee. If resolution cannot be found complete an Appeal Petition.
- The Dean has the option to request/advise Credit-by-Exam in lieu of waiving a course.

Instructions:

1. Complete form
2. Submit form to Admission & Records office, Fairfield campus, Bldg 400.
3. A&R will review and if Dean signature is required, will send to the Dean's office. Dean will return signed form to A & R once their review is complete.
4. A&R will process and email a copy to student's SCC email.

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 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: <ol style="list-style-type: none"> (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. A DD 214 with at least one year in active duty and honorable discharge status or a Joint Military Services transcript indicating Basic Training must on file from the military to fulfill this requirement.