

Admissions and Records Petition Substitution of Degree Requirements

Rec'd By: _____

Date: _____



Graduation: (expected)

Fall Spring Summer Year: _____

SCCID#: _____

Major: _____

Name: _____

Email Address: _____

Address: _____

Date of Birth: _____

City/ State/Zip: _____

Select one:

Major Requirement (Must have signature of School Dean)

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

General Education Requirement (GE): (Approval/denial given by A&R Dean or Designee)

- Substitution only (Course descriptions/syllabus and transcript must be attached)
- DD295 or DD214 with Honorable Discharge (Dean signature is not required)
(Meets requirements for SCC GE Option A Health and Kinesiology & CSU GE Option C Area E)
- Waiver of GE requirements due to a previously completed BA/BS degree from a regionally accredited college or university. Official transcript evaluation by Solano is required.

Course Title or Work Experience	CourseTitle/Number	Semester Units	Grade	College Where Taken	Semester/Year	SCC Class Title / # you wish to substitute for: (Example: ENGL 001)	Approve/Deny

Reason for Request:(to be completed by student)

Counselors Notes:

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: