## **Admissions and Records Petition Substitution of Degree Requirements**

					Gradua	ation: (expected)		
					☐ Fal	Ⅱ ☐ Spring ☐ Summ	er Year:	
SCCID#:				Ma	Major:			
Name:				En	nail Address:			
Address:				Da	Date of Birth:			
City/ State/	Zip:							
Select one								
	<del>'.</del> <b>uirement</b> (Must hav	ve signatur	e of Scho	ol Dean)				
	Substitution (Course	e for course	ONLY.	Course description	ons/syllabus a	and official transcript m	ust be provided) Work	
	•				•	erformed complies with	course syllabus)	
	ducation Requirem	, ,				- ,		
	Substitution only (Co				•	•		
	DD295 or DD214 wi Meets requirements					quired) CSU GE Option C Area	a E)	
	Vaiver of GE require ccredited college or					ree from a regionally o 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 I	l Request:(to be comple	eted by stud	ent)		<u> </u>	1		
Counselors	Notes:							
Student's Signature (Required)  Date				ate	Telephone No.			
Action of De	ean of School (major i	requirement)	or A&R D	OFFICE USE ean or designee (		nt)		
	· ·	•		-	· •	tent of the requiremen	t.  Approved Waiver	
☐ Approv	ed Substitution - 7	The requeste	ed substitu	tion meets the spi	rit of intent of th	ne requirement.   Cred	lit-by-Exam	
Faculty Red	commendation (option	al):						
Print Facult	y Name:							
(Required only if Faculty input is requested by Dean)				•	Dean Signature			
Doto	Date: Print Dean's Name: (Required)				(Required)			
	(Required)							
	(Required)	Dean or desi	gnee Nam	e:		Sign:		

Rec'd By: \_\_\_\_\_

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

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## Substitution/Waiver Information and Instructions

## Instructions:

- 1. Student to complete form in pen, sign and date.
- Please attach OFFICIAL TRANSCRIPT and all course descriptions from previous institutions that support each class that you are requesting a substitution for. Course descriptions must be from the year the class was taken from your previous institutions catalog.
- 3. Submit form to Admission & Records office, Fairfield campus, Bldg 400.
- 4. A&R will review and if Dean signature is required, A&R will send to the Dean's office.
- 5. Dean will return signed form to A & R once their review is complete.
- 6. A&R will process and email a copy to student's SCC email.
- 7. Meeting with a counselor prior to submitting is recommended.

## General Information:

- See online catalog for SCC course information.
- This form should ideally be completed and submitted <u>well in advance</u> of petitioning for your degree and/or certificate.
- Please identify your major when completing this form as this may affect the outcome of the decison.
- Please identify the term in which you intend to graduate when completing this form.
- If you are using courses from another institution, that institution <u>must be regionally</u>
   <u>accredited</u>. To determine whether or not a school is regionally accredited, please visit: <a href="http://ope.ed.gov/accreditation/Search.aspx">http://ope.ed.gov/accreditation/Search.aspx</a>
- Major substitutions must be approved by the Dean of the School of the major is listed in the catalog. The School Dean will review in consultation with an appropriate faculty member.
- GE (General Education) substitution must be approved by the Dean of A&R, or designee. If you disagree with the determination made, you should first consult with the Admissions and Records Office. If resolution cannot be found complete an Appeal Petition.
- The School Dean has the option to request/advise Credit-by-Exam in lieu of waiving a course.

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