

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)

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: _____

Substitution/Waiver Information and Instructions

Instructions:

1. Student to complete form in pen, sign and date.
2. 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 **well in advance** of petitioning for your degree and/or certificate.
- Please identify your major when completing this form as this may affect the outcome of the decision.
- 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**. To determine whether or not a school is regionally accredited, please visit: <http://ope.ed.gov/accreditation/Search.aspx>
- 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.