

Student Instructions for Completing this Petition

- A.** Attach a typed **description and rationale for the requested waiver(s)/ substitution(s)** to this form. Also attach copies of documents in support of your petition, such as copies of transcripts and course descriptions. Use a separate form for each Program of Study (Major). For Information Competency Requirements see letter F.
- B. Review the petition with** an SBCC Academic Counselor to verify your catalog rights to the program requirements for which a waiver or substitution is being requested **prior to the Degree Application Deadline¹**. Filing of waiver/substitution petitions prior to the degree deadline is recommended. Counselor verification of catalog rights is not an inferred or explicit endorsement of the waiver/substitution petition.
- C. Submit the petition and attachments to the Chairperson of the department offering the course** for which the waiver/substitution is requested (NOTE: In some cases this may also be the department offering the degree).
- D. Submit the petition and attachments to the Chairperson of the department offering the DEGREE** for which you are applying. (Note: For Liberal Studies AA the Dean's Signature, SS 260 is required in lieu of Department Chair signature).
- E. Submit the completed petition with all attachments to the Scholastic Standards Committee, care of the Admissions and Records Office, SS- 110, Window 5.** Note: All waiver and substitution approvals by Department Chairs are subject to Department, District, State and Accreditation policies and standards.
- F. For Information Competency Requirements, Area F,** complete sections A and B and submit to Academic Counseling Office, Student Services Building.

Incomplete Petitions Will NOT be processed!

In the event the Department Chairpersons do not concur in their approval or denial, this petition will be referred to the appropriate Dean, Educational Programs for a recommendation to the Scholastic Standards Committee.

¹ Calendar: <http://www.sbccc.edu/schoolcalendar> or contact the Counseling Department at 805-965-0581 Ext. 2285 for deadline date information.



Waiver/Substitution Petition of Graduation Requirements

STEP 1: Student Information to be completed by the STUDENT

Student ID # **K** _____

Last Name _____ First Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone number (_____) _____ E-Mail _____
Area Code

STEP 2: Degree Information REQUIRED to be completed by COUNSELOR

SBCC Program(s) of Study (Major): _____
Example (Interior Design)

Degree(s) AA AS Cert SCA DA Catalog Year* _____
Example: FALL 2008 or 08-09

(*See www.sbccc.edu SBCC General Catalog/Degrees & Certificates/Catalog Rights for policy information.)
Counselor Code: _____ Initials _____ Date _____

STEP 3: Substitution/Waiver Information to be completed by DEPARTMENT CHAIR(S)

Note: IF there are more than 3 substitutions/waivers or further waiver rationale please use another petition as a second page.

Substitution Request		for SBCC Requirement
Substitute _____ Course & Number Units Type* Grade Term College		for _____ Course & Number
Substitute _____ Course & Number Units Type* Grade Term College		for _____ Course & Number
Substitute _____ Course & Number Units Type* Grade Term College		for _____ Course & Number

**Type: Indicate "S" for Semester, "Q" for Quarter*

Waiver Request (A student must complete a minimum of 18 semester or 27 quarter units in the major.)

Waive _____ Rationale _____

Waive _____ Rationale _____

PRINT Name of Department Chair offering Course

Signature of Department Chair offering Course

Date Signed: _____

PRINT Name of Department Chair offering Degree

Signature of Department Chair offering Degree

Date Signed: _____

Office Use Only: APPROVED DENIED Date _____ Initials _____ Date Stu/Grad Ofc notified: _____ by _____

DARS(u.achieve) Final Exception Processed:

Notes: