



# SUBSTITUTION/WAIVER PETITION OF GRADUATION REQUIREMENTS

*\*If you are requesting a disability-related accommodation for course substitution/waiver, contact Disability Services and Programs for Students (DSPS) for consultation. To schedule an appointment to meet with a DSPS Specialist, please call (805) 730-4164 or visit SS-160.*

## **General Information**

**It is recommended that you consult with an [Academic Counselor](#) to determine whether a petition is necessary, and to verify your eligibility and catalog rights for the program of study.**

To substitute coursework from another college, **[official transcripts must be submitted to SBCC](#)**.

Do not request a substitute and a waiver for the same course. This petition is not used for Associate Degrees for Transfer or to evaluate Cal-GETC, IGETC, or CSU GE Breadth requirements. See an academic counselor for assistance.

To request evaluations of external coursework for prerequisite clearance, course planning, and the fulfillment of degree and certificate requirements, see the [Transcript Evaluation Office](#).

When using coursework completed at other California community colleges, petitions are not required for programs of study within Liberal Arts and Sciences/Liberal Studies, or for GE requirements. See an academic counselor for assistance.

To petition the Information Competency requirement (SBCC GE Area F), use the [Information Competency Petition](#).

## **Department Chair Approvals**

Submit the petition to:

1. The Chairperson of the department offering the required course for which the substitution or waiver is requested. In many cases, this will be the same as the department offering the program of study.
2. The Chairperson of the department offering the program of study\* for which you are petitioning.

Email approvals will be accepted in place of a signature. You must attach the email from the department chair(s) to your petition.

*\*For Liberal Arts and Sciences programs using coursework completed at colleges other than California community colleges, only the first department chair signature is required. Admissions & Records and Articulation staff will evaluate the request.*

## **Submitting the petition**

Email the completed petition to [diplomas@sbcc.edu](mailto:diplomas@sbcc.edu) or submit to Admissions & Records, SS-110.

**Incomplete petitions will not be processed.**

All substitution and waiver approvals are subject to Department, District, State, and Accreditation policies and standards.



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Student ID K  Email: \_\_\_\_\_@pipeline.sbcc.edu

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Program Type (Check all that apply): ☐ AA/AS ☐ Certificate ☐ Skills Comp Award

For Associate Degrees for Transfer (AA-T/AS-T), please use the [AD-T petition](#)

Program of Study: \_\_\_\_\_

*e.g. Computer Network Engineering. Use a separate petition for each program of study.*

Planned GE pattern (AA/AS only): ☐ SBCC ☐ Cal-GETC ☐ IGETC ☐ CSU GEB Catalog: \_\_\_\_\_  
*e.g. 2023-2024*

## Substitution Requests When substituting coursework from another college, official transcripts must be submitted to SBCC

Required Course: \_\_\_\_\_ Substitute Course: \_\_\_\_\_  
*e.g. ART 120 e.g. MAT 140*

Substitute Course completed or in progress at: ☐ SBCC or School Name: \_\_\_\_\_

Term: \_\_\_\_\_ Course units: \_\_\_\_\_ Final Grade: \_\_\_\_\_ or ☐ Course is in progress  
*e.g. Fall 2022*

Required Course: \_\_\_\_\_ Substitute Course: \_\_\_\_\_

Substitute Course completed or in progress at: ☐ SBCC or School Name: \_\_\_\_\_

Term: \_\_\_\_\_ Course units: \_\_\_\_\_ Final Grade: \_\_\_\_\_ or ☐ Course is in progress

Required Course: \_\_\_\_\_ Substitute Course: \_\_\_\_\_

Substitute Course completed or in progress at: ☐ SBCC or School Name: \_\_\_\_\_

Term: \_\_\_\_\_ Course units: \_\_\_\_\_ Final Grade: \_\_\_\_\_ or ☐ Course is in progress

## Waiver Requests Students must complete a minimum of 18 semester or 27 quarter units in a program of study for an associate degree.

### Reason for Waiver:

Waive (Course/Requirement): \_\_\_\_\_

Waive (Course/Requirement): \_\_\_\_\_

## Department Chair Approval Email approvals can be accepted in place of a signature. Email from chair(s) must be submitted with petition.

\_\_\_\_\_  
Name of Department Chair offering Required Course(s) Signature Date

\_\_\_\_\_  
Name of Department Chair offering Program of Study Signature Date

OFFICE USE ONLY: Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: