

PETITION FOR MODIFICATION OF GRADUATION REQUIREMENTS

City Mesa Miramar

Purpose of Petition: Substitution Waiver

Select One: Major Requirement District Requirement District General Education Requirement

Name _____ CSID _____
 (PRINT) Last First Middle
 Address _____
 Number Street City State Zip
 Email _____ Telephone _____

Associate Degree Certificate of Achievement Certificate of Performance-SDCCD Courses Only

Major _____ Specialization _____

Required Course (e.g. CHEM 100) _____ Course Title _____ #units _____

Course(s) to be Substituted _____ Course Title _____ #units _____

Taken at (Institution) _____

- Attach a detailed justification for your petition
- Attach required supporting documentation
 - Transcript(s)
 - Catalog Description of Proposed Substitute Course(s)
 - Computerized Education Plan
 - Other documentation

Student's Signature _____ Date _____

Official Use Only

Department Chair's Recommendation _____

Name (PRINT) _____ Signature _____ Date _____

Dean's Recommendation _____

Name (PRINT) _____ Signature _____ Date _____

Committee's Action Approved Denied

Reason(s) _____

Signature _____ Date _____

Evaluator's Action Approved Denied

Reason(s) _____

Signature _____ Date _____

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INSTRUCTIONS FOR STUDENT

1. Education Plan must be on file.
2. Use one form for each substitution/waiver.
3. Place all materials in mailbox of Department Chair for the major, or hand directly to that Department Chair.
4. For assistance please contact a counselor.

You will be notified regarding the approval or denial of your petition.

NOTE:

- Substitution - to replace a course required with another course(s).
- Waiver - exemption from taking a required course in the major or District requirement. District General Education requirements cannot be waived.
- A minimum of 18 units is required for the major for all degree programs.