



## PETITION FOR EXCEPTION TO DEGREE OR CERTIFICATE REQUIREMENTS

### General Instructions and Guidelines (please read carefully)

(Visit <http://bellevuecollege.edu/enrollment/graduation/> for more details)

Every student enrolled in a degree or certificate program at the college must meet the specific program requirements to receive the award. On rare occasions, students may experience exceptional or extenuating circumstances which may warrant a request to alter the college's requirements for a certificate or a degree. Should these conditions exist, the student may petition for a substitution or waiver of a specific requirement.

#### Description of Exceptions

- **Course Substitution:** Another specific course fulfills the intent of a course which may be selected in a requirement. It may be a BC course or a non-equivalent course taken at another institution. (For transfer in courses, only the ones that are not equivalent to the required courses need a substitution petition.)
- **Course Waiver:** The student is exempt from a specified course requirement. Credits associated with the course are not considered complete, and the equal number of credits is required toward the completion of the total credits earned for the degree or certificate program.

#### For Students

It is your responsibility to submit appropriate documentation and your own justification with your petition for exception request. Follow the steps below to complete the petition form:

1. Complete your student information requested in Section A.
2. Select the type of petition, identify the degree or certificate program affected, and course information requested in Section B.
3. Describe the reasons why this petition should be granted, sign and date in Section C. This form will not be processed without your explanation and signature. Attach any supporting documentation to the form.
4. Review your petition with your Program Chair or Credentials Evaluator:
  - For professional/technical degree or certificate students, review your request, written statement, and supporting documentation with your Program Chair.
  - For transfer degree students, review your request, written statement, and supporting documentation with your Credentials Evaluator.
5. Secure comments, recommendations, and signature from your Program Chair or Credentials Evaluator in Section D. (Note: A signed degree or certificate completion worksheet from your Program Chair can substitute the signature on this form if the same course substitution or waiver is indicated on it.)
6. If your Program Chair approves your request, submit the completed form with signature along with any supporting documentation to the Evaluations/Graduation Office.
7. The Evaluations/Graduation Office will communicate with you by letter or email following the decision taken by the respective Division Dean (as designee for the Vice President of Instruction).

#### For Program Chairs and Credentials Evaluator

Your signature for approval supports the student's petition and helps the Division Dean (as the designee for the Vice President of Instruction) in determining whether the exception should be granted. As an alternative, you may indicate course substitution or waiver on the student's degree or certificate completion worksheet, and let the student attach it to the petition form. Your signature on the completion worksheet verifies your approval so you do not need to sign on the petition form.

Degree and certificate completion worksheets are posted on <http://bellevuecollege.edu/worksheets/>.

FILL OUT THE FORM ON REVERSE SIDE



**PETITION FOR EXCEPTION TO DEGREE OR CERTIFICATE REQUIREMENTS**

See reverse side for general instructions and guidelines

**SECTION A – For Student: Complete your student information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ BC SID#: \_\_\_\_\_

E-mail: \_\_\_\_\_ (Print clearly) Daytime Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

**SECTION B - For Student: Provide information for the type of petition, degree or certificate and courses.**

I am requesting an exception for (see reverse side for full description of exceptions):

- Course substitution (Another specific course fulfills the intent of a course requirement – it may be a BC course or a non-equivalent course taken at another institution)
- Course Waiver (The student is exempt from a specified course requirement. Credits associated with the course are not considered complete, and the equal number of credits is required)

Degree or certificate affected: \_\_\_\_\_ Catalog year: \_\_\_\_\_  
(Required - limit one degree or certificate for each form)

**Requesting course substitution for the following:**

<u>Required Course #</u>	<u>Title</u>		<u>Course #</u>	<u>Title</u>
_____	_____	Substituted by	_____	_____
_____	_____	Substituted by	_____	_____
_____	_____	Substituted by	_____	_____

**Requesting waiver for the following:**

Required Course #: \_\_\_\_\_ Title \_\_\_\_\_

Required Course #: \_\_\_\_\_ Title \_\_\_\_\_

**SECTION C – For Student: Describe your rationales in detail. Provide all pertinent information.**

Use additional pages if more space is needed. Attach supporting documentation, such as transcripts, course descriptions, certification, etc. (This form will not be processed without your explanation)

\_\_\_\_\_  
Student's Signature (required)                      Date

**SECTION D – Recommendation by Program Chair for professional/technical programs**

This part is to be filled out by Credential Evaluator for transfer degree programs.

Approved     Not Approved                      Signature of Program Chair                      Date

**SECTION E – Recommendation by Division Dean (as designee for the Vice President of Instruction)**

Approved     Not Approved                      Signature of Division Dean                      Date