



Petition for Course Substitution/Waiver For Degree or Certificate Requirements

Instructions:

- Submit this petition with supporting documentation to the Evaluations Office prior to the final quarter for which you are graduating.
- Before submitting a petition, you must first consult with the Evaluations Office and the appropriate program chair for recommendation and signature on this form.
- Evaluations Office will forward this form to the Executive Dean of Instruction or designee for approval.

Student Name	SID#	Daytime Phone (incl. area code)
Email Address	Degree/Certificate Name	

Brief description (check one): Course Substitution Waiver of requirement

Full Explanation Required (May use a separate, typed sheet with your explanation)

Course Substitution: In completing a petition for a course substitution, explain why a course previously taken or a proposed substitute is appropriate for fulfilling the specific requirement.

Waiver of Requirement: In completing a petition for a waiver of requirement, explain the extenuating circumstances that necessitate the waiver. The petition must include the details about the nature and extent of the waiver, and sufficient evidence that all options for fulfilling the requirement have been attempted or considered. Pertinent documentation that supports your petition must be attached.

Department or Program Chair/Evaluator: Recommended Not recommended
Does the substituted course meet BCC General Education requirements? Yes No

Comments:

Student Signature	Date
Program Chair/Evaluator Signature	Date

For Office Use Only

Executive Dean of Instruction or designee: Approved Denied

Comments

Dean or Designee Signature	Date
----------------------------	------

Routing Instructions

- 1) Evaluations Office