

MiraCosta College
Petition for Course Substitution/Waiver

STUDENT INSTRUCTIONS:

1. Use **one** petition for **each** course.
2. Complete the following sections:
 - **Section A** – Student Information
 - **Section B** (if petitioning to Substitute a course) *or* **Section C** (if petitioning to Waive a course)
 - **Section D** (Supporting Documentation)
3. Attach supporting documentation as appropriate.
4. Obtain signatures from (A) the **Department Chairperson** for the course being petitioned (names/office locations found online in the MiraCosta College class schedule at <http://www.miracosta.edu/schedules.html>); and (B) the **Dean of the Department**.
5. If petitioning for a **DEGREE** or **CERTIFICATE OF ACHIEVEMENT**, submit completed form with appropriate documentation to Admissions & Records Office on either campus by the deadline listed in the class schedule (<http://www.miracosta.edu/schedules.html>).
6. If petitioning for a **CERTIFICATE OF PROFICIENCY**, submit completed form to Daria Davis in Building 4800, Office #4820 or via email at dariadavis@miracosta.edu

A. Student Information

Name _____ Student ID# _____

Previous Name(s) used, if any: _____

Address _____

Number Street City State Zip

Phone Number: _____ Email Address _____

Please check one: I am applying for a(n):

- Associate Degree Bachelors in Biomanufacturing Certificate of Achievement Certificate of Proficiency

Name of **DEGREE** or **CERTIFICATE**: _____ # of Units _____

Anticipated Semester of Completion for **DEGREE** or **CERTIFICATE** (i.e. Fall 2019, Spring 2020): _____

B. Course Substitution: Requesting **replacement** of a required course in the degree/certificate with a similar course or courses

I wish to substitute: _____

College Name Course Name / Number (i.e. ART 101) Course Title # of Qtr/Sem Units

In place of: MiraCosta College _____

College Name Course Name / Number (i.e. ART 101) Course Title # of Qtr/Sem Units

Provide **detailed** justification for your petition. Attach additional sheets if necessary. _____

C. Course Waiver: Requesting **elimination** of a required course in the degree/certificate without substituting a similar course or courses

I wish to waive the following course:

MiraCosta College Course and Number (i.e. ART 101) Course Title Qtr/Sem Units

Provide **detailed** justification for your petition. Attach additional sheets if necessary. _____

D. Supporting Documentation Attached (as appropriate):

- Transcript(s) Catalog Description (non-MiraCosta Course) Other _____ None of these (n/a)

Department Chair's Recommendation: Approve Deny **Catalog Year Used for Certificate:** _____

Comments: _____

Signature: _____ Date: _____

Dean's Recommendation: Approve Deny

Comments: _____

Signature: _____ Date: _____