



PETITION TO SUBSTITUTE Major Requirements

STUDENT:

1. Complete this petition (*one form per course substitution*)
2. Attach supporting documentation (*both course description and course syllabus are required*). Official transcripts must be on file with Admissions and Records.
3. Submit petition and supporting documentation to the Graduation Office/Admissions Office at Santiago Canyon College.

This petition is valid for 2 years, and it is valid only for the catalog year and major which you list below.

First	Middle	Last	Student ID
Address	City	St	Zip
E – mail Address			
Major		Catalog Year	

This will be use for:

- Associate Degree
- AA-T/AS-T Degree
- Certificate of Achievement
- Certificate of Proficiency

Substitute:

I hereby petition to substitute the following course: _____ with the
Course required at Santiago Canyon College

following course: _____ from
Course Number and Title

_____, Units _____ Grade _____
Name of College/University where course was taken

Rational for this request: _____

Student Signature **Date**

FOR OFFICE USE ONLY

This petition has been reviewed by the Graduation Specialist. The decision is indicated below.

Graduation Specialist: _____ Approved / Needs further review Date: _____

Comments: _____

This petition has been reviewed by the appropriate department and division. The decision is indicated below.

Department Chair: _____ Approved / Denied Date: _____

Division Dean: _____ Approved / Denied Date: _____

Comments: _____



PETITION TO WAIVE A MAJOR REQUIREMENT

STUDENT:

- 1. Complete this petition (only one waiver per petition).
2. Attach supporting documentation.
3. Submit petition and supporting documentation to the department which oversees the major which this waiver would be used.

This will be used for:

- Associate Degree (AA/AS)
Associate Degree for Transfer (AA-T/AS-T)
Certificate of Achievement
Certificate of Proficiency

This petition is valid for 5 years, and it is valid only for the catalog year and major which you list below.

This course is required for the Major in _____ for Catalog Year _____.

Form fields for student information: First, Middle, Last, Student ID #, Address, City, State, Zip, E-mail Address, Phone.

I petition to waive the following course: _____
Course required at Santiago Canyon College

JUSTIFICATION (State specific facts for circumstances to be considered by the Department Chair/Dean.)

Justification text area and signature/date fields.

This petition is valid for 5 years, and it is valid only for the catalog year and major listed above.

Review box containing department chair and division dean approval fields, dates, and comments.

OFFICE USE ONLY: Student Notified and Colleague Entry fields with Date, Method, and Initials.

SCC Computer Science ADT Substitute Courses			
Current ADT		Substitute Courses	
Course	Units	Course	Units
Computer Science 122 - Programming Concepts and Methodology I	3	Computer Science 121 - Programming Concepts	3
Computer Science 123 - Programming Concepts and Methodology II	3	Computer Science 131 - Data Structures Concepts	3
Computer Science 149 - Discrete Structures for Computer Science	3	Computer Science 140 - Discrete Structures for Computer Science (at SAC)	3
Computer Science 154 - Computer Architecture and Organization	3	Computer Science 129 - Introduction to Computer Organization	4
Mathematics 180/180H - Single Variable Calculus I	4	Same	4
Mathematics 185 - Single Variable Calculus II	4	Same	4
Physics 250A - Physics for Scientists and Engineers I	5	Same	5
BPhysics 250A - Physics for Scientists and Engineers II	5	Same	5
TOTAL	30	TOTAL	31
Note: SCC does not offer the courses in yellow.			



Petition for Academic Renewal Without Course Repetition

Student Name: _____ **Student ID#:** _____
(Last) (First)

Phone: _____ **E-Mail:** _____

By signing or typing my name below I am indicating that I understand that any academic work alleviated through Academic Renewal does not remove substandard grades from my transcript. I am aware that grades are noted and subtracted from the grade point average (GPA) and that all grades will remain legible, maintaining a true and complete record. I acknowledge that any alleviated coursework may not be treated similarly by other educational institutions outside of the Rancho Santiago Community College District (RSCCD.) The parties agree that this form may be electronically signed. The parties agree that the electronic signatures appearing on this form are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility. I confirm that all of the information I have presented below is true and accurate. I understand that all decisions are final.

Student Signature: _____ **Date:** _____

IMPORTANT INFORMATION REGARDING THIS PETITION:

- The student may select up to 30 units of substandard course work at Santiago Canyon College (SCC) and/or Santa Ana College (SAC) that may be disregarded in the computation of their GPA.
- Academic Renewal without Course Repetition may be granted one time by either SCC or SAC, but not both.
- Students approved for Academic Renewal without Course Repetition are ineligible for Academic Honors.
- Substandard coursework that has been granted Academic Renewal will not be counted toward degree or certification requirements.
- Academic Renewal without Course Repetition is solely the policy of RSCCD and may not necessarily be followed by other institutions.

DETERMINING ELIGIBILITY:

In order to be eligible for Academic Renewal without Course Repetition the student must satisfy all of the following requirements:

1. The Student must have completed 24 units with a 2.0 GPA (or higher) OR 15 units with a 3.0 GPA (or higher) in all terms subsequent to the last substandard grade.
2. Coursework from all colleges and universities may not include any substandard grades or incompletes (F, D, NP, NC, or I) after the petitioned course(s).
3. Students who have been awarded a degree and/or G.E. certification by RSCCD are ineligible to petition for Academic Renewal without Course Repetition.
4. The student must petition with their "Home Campus" of record.

Select which of the following criteria you satisfy (check one): 24 Units with a 2.0 GPA 15 Units with a 3.0 GPA

Have you attended another college/university outside of RSCCD?: No Yes*

If "Yes" please list the other institutions you have attended: _____

** Please note, if official transcripts have not been submitted for the above-mentioned institutions your petition will be automatically denied.*

Please indicate which SCC and/or SAC courses you would like considered for Academic Renewal without Course Repetition.

Please list all substandard grades (D, F, NP, or NC) and indicate which courses are being petitioned below. Only substandard grades may be considered in this petition and no more than two substandard grades for the same course may be alleviated and excluded from the GPA (as per Title 5.)

Course Name & Number	Grade	Units	Semester/Year	Are you petitioning this course?	
				<input type="checkbox"/> YES	<input type="checkbox"/> NO
				<input type="checkbox"/> YES	<input type="checkbox"/> NO
				<input type="checkbox"/> YES	<input type="checkbox"/> NO
				<input type="checkbox"/> YES	<input type="checkbox"/> NO
				<input type="checkbox"/> YES	<input type="checkbox"/> NO
				<input type="checkbox"/> YES	<input type="checkbox"/> NO
				<input type="checkbox"/> YES	<input type="checkbox"/> NO
Total number of units being petitioned (may not exceed 30):					

FOR COUNSELOR'S USE UPON REVIEW

Counselor's Name (please print): _____

Counselor's Signature: _____ Date: _____

Comments: _____

FOR A&R USE UPON RECEIPT/EVALUATION

Approved Denied as per eligibility requirement #: _____ | Processed By (staff initials): _____ Processed Date: _____

Comments: _____

RCVD BY/DATE: