

**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 (*in the following order*): (1) 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>); then (2) 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.

<b>A. Student Information</b>			
Name _____		Student ID# _____	
Previous Name(s) if any: _____		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Address _____			
Number	Street	City	State      Zip
Phone: Day (      ) _____		Email Address: _____	
<b>Please check one:</b> I am applying for a(n): <input type="checkbox"/> Associate Degree <input type="checkbox"/> Certificate of Achievement <input type="checkbox"/> Certificate of Proficiency			
Name of Degree/Certificate: _____		# of Units: _____	
Anticipated Semester for Completion of Degree/Certificate ( <i>i.e. Fall 2016, Spring 2017</i> ): _____			
<b>B. Course Substitution</b> - Requesting <u>replacement</u> of a required course in the degree/certificate with a similar course or courses)			
I wish to substitute: _____			
College Name	Course and Number	Course Title	# of Qtr/Sem Units
In place of: <u>MiraCosta College</u>			
College Name	Course and Number ( <i>i.e. ART 101</i> )	Course Title	# of Qtr/Sem Units
Provide <b>detailed</b> justification for your petition. Attach additional sheets if necessary. _____			
_____			
<b>C. Course Waiver</b> – Requesting <u>elimination</u> of a required course in the degree/certificate without substituting a similar course or courses			
I wish to waive the following course:			
_____			
Course and Number ( <i>i.e. ART 101</i> )	Course Title	Qtr/Sem Units	
Provide <b>detailed</b> justification for your petition. Attach additional sheets if necessary. _____			
_____			
<b>D. Supporting Documentation Attached (as appropriate):</b>			
<input type="checkbox"/> Transcript(s) <input type="checkbox"/> Catalog Description (non-MiraCosta Course) <input type="checkbox"/> Other _____ <input type="checkbox"/> None of these (n/a)			
<b>Department Chair's Recommendation:</b> <input type="checkbox"/> Approve <input type="checkbox"/> Deny		<b>Catalog Year Used for Certificate:</b> _____	
Comments: _____			
Signature: _____		Date: _____	
<b>Dean's Recommendation:</b> <input type="checkbox"/> Approve <input type="checkbox"/> Deny			
Comments: _____			
Signature: _____		Date: _____	