



Petition for Substitution/Waiver

Instructions:

1. Download the *Petition for Substitution/Waiver* from <http://web.peralta.edu/admissions/forms/>.
2. Attach unofficial transcript(s) from each college/university you previously attended and the course descriptions for the requested course(s).
3. Submit completed petition and supporting documentation to the Division Department Dean for review. Your request will not be processed if you do not include the required documentation.
4. The Division Department Dean will confer with the Department Chair to approve or deny the petition.
5. Upon approval, the request will be processed by Admissions & Records. If denied, the student will be notified by the Dean's Office.

STUDENT INFORMATION

Name: _____ Student ID: _____
Last First Middle or last 4 digits of SSN

Phone: _____ Email: _____

College: _____ Major: _____ Elective: _____

Term: Fall Spring Summer Year 20_____

I request to substitute: _____ for _____
Dept/Course No. (i.e. NUTR 10) College (i.e. Foothill College) Units Dept/Course No. (i.e. NUTR 10) Units

I request to waive: _____
Dept/Course No. (i.e. NUTR 10) Units

My reason for making this request is as follows: _____

I understand that a course substitution used to fulfill a specific Associate Degree/Certificate requirement must have been taken at an accredited institution(Official transcript must be on file at the District Admissions and Records Office). General Education requirements for Degrees cannot be waived.

Student Signature: _____ Date: _____

DEPARTMENT/DISCIPLINE ACTION

- Substitution recommended. Units to be counted towards Associate Degree/Certificate.
- Waiver recommended. Units not to be counted towards Associate Degree/Certificate.
- Substitution/waiver denied. Reason: _____

Dept. Chair Signature: _____ Date: _____

DIVISION ACTION

- Substitution recommended. Units to be counted towards Associate Degree/Certificate.
- Waiver recommended. Units not to be counted towards Associate Degree/Certificate.
- Substitution/waiver denied. Reason: _____

Division Dean Signature: _____ Date: _____

OFFICE OF ADMISSIONS AND RECORDS

Request verified Request not verified Reason: _____

Processed by: _____
Print Name Signature Date