

Admissions and Records Petition Substitution of Degree Requirements

Rec'd By: _____

Date: _____



Graduation: (expected)

☐ Fall ☐ Spring ☐ Summer Year: _____

SCCID#: _____

Major: _____

Name: _____

Email Address: _____

Address: _____

Date of Birth: _____

City/ State/Zip: _____ | _____ | _____

Select one:

MAJOR Requirement: (Must have signature of School Dean or petition will be denied)

☐ Substitution (Course for course **ONLY**. Course descriptions or syllabus **AND** official transcript **MUST** be provided or petition will be denied.)

GENERAL EDUCATION Requirement (GE): (Approval/denial given by A&R Dean or Designee)

☐ Substitution Only (Course descriptions/syllabus and transcript **MUST** be attached or petition will be denied.)

☐ DD295 or DD214 with Honorable Discharge (Dean signature is not required)
(Meets requirements for SCC GE Option A Health and Kinesiology & CSU GE Option C Area E)

☐ Waiver of GE Requirements due to a previously completed BA/BS degree from a regionally accredited college or university. Official transcript evaluation by Solano is required. Degrees earned Internationally do not qualify.

Course Title or Work Experience	Course Title/Number	Semester Units	Grade	College Where Taken	Semester/ Year	SCC Class Title / # you wish to substitute for: (Example: ENGL 001)	Approve/Deny

Reason for Request:(to be completed by student)

Counselors Notes:

Student's Signature (Required)

Date

Telephone No.

OFFICE USE ONLY

Action of Dean of School (major requirement) or A&R Dean or designee (GE requirement)

☐ **Denied** - The requested substitution or waiver *does not* meets the spirit of intent of the requirement. ☐ Approved Waiver

☐ **Approved Substitution** - The requested substitution meets the spirit of intent of the requirement. ☐ Credit-by-Exam

Faculty Recommendation (optional): _____

Print Faculty Name: _____

(Required only if Faculty input is requested by Dean)

Date: _____ Print Dean's Name: _____ Dean Signature: _____

(Required)

(Required)

Date: _____ Print A&R Dean or designee Name: _____ Sign: _____

Comments:

Substitution/Waiver Information and Instructions

Instructions to Students:

1. Student to complete form in pen, sign and date. Form can also be submitted electronically.
2. Attach OFFICIAL TRANSCRIPT and all course descriptions from previous institutions that support each class that you are requesting a substitution for. Course descriptions must be from the year the class was taken.
3. It is HIGHLY SUGGESTED that you complete and review this petition with a Solano College Counselor before submitting to the A&R Office.
4. Only classes where a substitution is being requested should be included on the form. DO NOT include the entire transcript on the petition.
5. Submit form to A&R Office, either in person in Building 400, Fairfield Campus, or by submitting along with all supporting documentation to admissions@solano.edu
6. A&R Office will review and if School Dean signature is required, A&R will send to the School Dean's office.
7. School Dean will return the signed form to A&R once their review is complete.
8. A&R Office will process and email a copy to the students preferred email address on record.

Instructions to Counselors: Before signing the petition, please:

1. Check <https://assist.org/> to see if there is established course equivalency already in place. If there is, please DO NOT submit a substitution petition.
2. Check <https://c-id.net/> to see if there is an equivalent C-ID approval for the course and/or if for a TMC/ADT, it is an appropriate substitution.
3. Only classes where a substitution is being requested should be included on the petition. DO NOT include the entire listing of classes on a transcript on the petition. Reminder: If a student has completed a BS/BA degree from a regionally accredited institution, they may be eligible for GE reciprocity.
4. Substitution petition review by A&R will not result in unit posting to Banner or DegreeWorks. If unit posting is needed, please submit a Request for Transfer Review Form: <https://www.solano.edu/admissions/Important-Resources/ar-forms.php>
5. Please include notes providing justification and/or insight.

General Information about the Substitution of Coursework Process:

1. Please reference the SCC online catalog for Solano course information and course descriptions.
2. Ideally, this form should be completed and submitted well in advance of petitioning for your degree and/or certificate.
3. Please identify your major when completing this form as this may affect the outcome of the decision.
4. Please identify the term in which you intend to graduate when completing this form.
5. If you are using courses from another institution, that institution must be regionally accredited. To determine whether or not a school is regionally accredited, please visit: <http://ope.ed.gov/accreditation/Search.aspx>
6. Major substitutions must be approved by the School Dean of the major is listed in the catalog. The School Dean will review in consultation with an appropriate faculty member.
7. General Education (GE) substitution must be approved by the Dean of A&R, or designee. If you disagree with the determination made, you should first consult with the A&R Office. If resolution cannot be reached, please complete an Appeal Petition.
8. The School Dean has the option to request/advise Credit-by-Exam in lieu of waiving a course.