

CUESTA COLLEGE
PETITION FOR SUBSTITUTION/WAIVER OF
ASSOCIATE DEGREE OR CERTIFICATE REQUIREMENTS

INCLUDE THIS COMPLETED DOCUMENT WITH YOUR GRADUATION/CERTIFICATE APPLICATION

Student ID Number: _____ Telephone (Day) _____

Student Name (Please Print): _____

Address: _____
(Street or PO Box) (Apt #) (City) (Zip)

Degree or Certificate you are seeking: _____

I. State the substitution or waiver you are requesting and describe in your own words the reason for filing the petition. (If the explanation is lengthy, use additional papers and attach it to this form.)

NOTE: If your petition is due to a verified disability, you do not need to complete this form. Complete the Petition for Substitution/Waiver of Associate Degree or Certificate Requirements Based on Verified Disability available in the Disabled Student Programs and Services or Counseling offices.

II. Select the category that best describes your circumstance.

- _____ a. A required course is no longer offered or offered infrequently (less than once every three semesters).
_____ b. Requesting that upper division course work be considered for meeting a curriculum requirement with the understanding that the course will not be used to meet overall unit requirements.
_____ c. Requesting to use a more advanced lower division course to meet a curriculum requirement.
_____ d. Other: _____

Student's Signature

Date

III. Counselor Recommendation: _____

Referred to: _____

Counselor's Signature

Date

IV. _____ Approved _____ Denied _____

Division Chair/Director's Signature

_____ Date

Comments: _____

_____ Approved _____ Denied _____

Instructional Dean's Signature

_____ Date

Comments: _____

INSTRUCTIONS FOR FILING THE SUBSTITUTION/WAIVER PETITION

Student is responsible for each step listed below.

1. Obtain the petition in the Counseling Office or Evaluations Office.
2. Complete this form and collect all pertinent information in preparation for a Counseling appointment. Information collected should include such things as academic records, course descriptions from college catalogs, etc.
3. Schedule an appointment with a counselor to review your petition and documentation.
4. Take the petition to the Division Chair, Director, and/or Instructional Dean as referred by the counselor.
5. Collect the completed petition (from the Division Chair, Director, or Instructional Dean with whom you left the petition for review) and enclose it with your application for graduation or certificate.

Please allow a minimum of two weeks for the full processing of this petition. Remember the petition MUST accompany your application; therefore, you will need to allow enough time to meet the application filing deadline.

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