

Petition to Waive or Substitute Associate of Arts Graduation Requirements **THIS FORM IS FOR ASSOCIATE OF ARTS PETITION REQUESTS ONLY.**

Directions: Please read the information below carefully and complete the requested information on the form. No petition will be heard without the written opinion of the appropriate Department Chairperson. It is the student's responsibility to contact the Department Chairperson.

If you are asking for a course substitution, a copy of the substitution course syllabus is required. Also include a statement explaining what action you are requesting including special circumstances and reasons that would support your request for an exception. Make your statement as specific as possible. It is the student's responsibility to help the committee understand your specific individual circumstances. ***An exception to Academic Policy will be considered only in cases of demonstrated need and documented circumstances which support the potential for the student's future academic success.***

If you are requesting a course substitution for a course that you took at another institution, please check with a transcript evaluator in the Registrar's office and request a re-evaluation of that course before you submit a petition.

This form should be submitted to the Academic Advisement Center, NW Campus Building R, Room 201.

- 1) This petition should be typed or printed legibly in ink.
- 2) The AA Petition Committee will meet weekly to make the final decision on all petition requests.
- 3) Petition decisions will only be released through the college's notification system, which can be accessed in eSantaFe.

The Petition Process

The AA Petitions Committee provides an avenue by which students can request a course substitution and/or waiver of AA graduation requirements. Each request is considered on an individual basis.

A well-prepared petition will:

- Thoroughly provide an explanation of your request and include a course syllabus, if you are petitioning to substitute a graduation requirement.
- Contain supporting documentation relevant to the petition
- Contain Department Chairperson's feedback. Feedback should be from the Department Chairperson for the subject area you are trying to substitute or waive.

Please note – the following types of requests cannot be approved.

- Requests to waive the 25% rule.
- Requests to waive or substitute a State Core Requirement.

Due to privacy and confidentiality guidelines, petition decisions will not be released via telephone or email. Notification of petition decisions will be sent through the college's official notification system, within 5 business days of the committee meeting.

Department Chairperson Locations

English: Bldg.P-146 | Humanities: P-152 | Mathematics: P-267 | Natural Science: X-201 | Social Sciences: P-155

Petition to Waive or Substitute Associate of Arts Graduation Requirements

Name _____ SF ID# _____
 Last First MI

Telephone (_____) _____ E-mail _____

AA Advisement Track _____ Anticipated Graduation Date: _____

Please check one of the following boxes that apply

I am petitioning to waive an AA course or Graduation requirement. I am petitioning to substitute an AA requirement

If you are petitioning multiple course areas, please submit a separate form for each area. A copy of the course syllabus is required for each substitution petition.

Required AA Course or Area (Course Number and Title)	Requested Substitution (Course Number and Title) <i>If applicable</i>

Please explain what action you are requesting. Include special circumstances and reasons that would support your request to use a different course other than the course required for graduation for the AA degree. Attach separate sheet if necessary.

For Department Chairperson Use Only
Department Chairperson Name (print) _____ Department Chairperson Signature _____ Comments (include information relevant to whether you support or deny the request):

I affirm that the above information is correct. I understand that insufficient, inaccurate or false information can result in the denial of this petition.

Student Signature: _____ **Date:** _____

Submit this form to the Academic Advisement Center, NW Campus Building R, Room 201.

FOR COMMITTEE USE ONLY			
Comments/Notes 	<input type="checkbox"/>	Approve	<input type="checkbox"/> Deny <input type="checkbox"/> Table