

Course Substitution, Waiver and Unit Adjustment Petition

Routing and Protocol :

Modification of Graduation Requirements DOES NOT clear course prerequisites or co-requisites.
All petitions are sent to the IVC Admissions and Records (A & R) Office for final processing.
The IVC A & R Office will provide notification to the student regarding the petition outcome

Instructions:

Complete the entire document and include all required attachments. Incomplete petitions will not be processed.

1. Attach a detailed justification for your petition
2. Attach required supporting documentation
 - a. Identify the type of substitution from the list below and
 - b. Major Substitutions: if the substitution will result in a unit deficiency identify the second substitution course to make up the unit deficiency for the degree
 - c. Transcript(s) attach unofficial, official copies must be on file with IVC A & R
 - d. Catalog Description of Proposed Substitution Course/s (when applicable)
 - e. Copy of Degree Works Audit, Note: catalog year and major/certificate must match petition
 - f. Other Documentation as Needed

<p style="text-align: center;">AA/AS degree</p> <p><u>Substitute a Major/Certificate Requirement</u> with another course.</p> <ul style="list-style-type: none"> • same unit count substitution • different unit count substitution • lower division coursework • upper division coursework <p><u>Substitute a District General Education Requirement</u> for a degree with another course.</p> <p><u>Substitute or Waive an Institutional Requirement</u> for a degree with another course.</p> <p><u>Waive a Major/Certificate Requirement</u></p> <p><u>Unit Adjustment for a Major/Certificate Requirement</u></p>	<p style="text-align: center;">Preparation</p> <ul style="list-style-type: none"> ➤ Form is initiated with the counselor and student after reviewing degree/certificate requirements. ➤ The counselor and student will identify and prepare all required documentation prior to sending the petition forward through the approval process. <p style="text-align: center;">Routing</p> <ul style="list-style-type: none"> ➤ Faculty ➤ Department chair's recommendation and signature ➤ Dean's recommendation and signature ➤ Admissions and Records Office for processing
<p style="text-align: center;">ADT</p> <p><u>Substitute a Major Requirement</u> for a degree with another course for an <u>ADT</u>.</p> <ul style="list-style-type: none"> • same unit count substitution • different unit count substitution • lower division coursework <p><u>Unit Adjustment for a Major Requirement</u></p>	<p style="text-align: center;">Preparation</p> <ul style="list-style-type: none"> ➤ Form is initiated with the counselor and student after reviewing degree/certificate requirements. ➤ The counselor and student will identify and prepare all required documentation prior to sending the petition forward through the approval process. <p style="text-align: center;">Routing</p> <ul style="list-style-type: none"> ➤ Articulation Officer recommendation and signature ➤ Faculty ➤ Department Chair's recommendation and signature ➤ Dean's recommendation and signature ➤ Admissions and Records Office for processing

