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

AA/AS degree

<u>Substitute</u> a <u>Major/Certificate Requirement</u> with another course.

- same unit count substitution
- different unit count substitution
- lower division coursework
- upper division coursework

<u>Substitute</u> a <u>District General Education</u> Requirement for a degree with another course.

<u>Substitute</u> or <u>Waive</u> an <u>Institutional Requirement</u> for a degree with another course.

Waive a Major/Certificate Requirement

<u>Unit Adjustment</u> for a <u>Major/Certificate Requirement</u>

Preparation

- 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.

Routing

- > Faculty
- > Department chair's recommendation and signature
- Dean's recommendation and signature
- > Admissions and Records Office for processing

ADT

<u>Substitute</u> a <u>Major Requirement</u> for a degree with another course for an **ADT**.

- same unit count substitution
- different unit count substitution
- lower division coursework

Unit Adjustment for a Major Requirement

Preparation

- 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.

Routing

- > Articulation Officer recommendation and signature
- Faculty
- Department Chair's recommendation and signature
- Dean's recommendation and signature
- Admissions and Records Office for processing

IMPERIAL VALLEY COLLEGE PETITION FOR COURSE SUBSTITUTION, WAIVER AND UNIT ADJUSTMENT PETITIONS

Purpose of Petition: Substitution	Wa	iver Unit Adjustm
elect One: Major/Certificate District General Ed	Requirement	_ District Institutional Requirement
Name	First M	IVC ID#iddle
(PRINT) Last	FIFST IV	iaaie
Email		_ Telephone
Catalog Year AA/AS De	gree AD-	T Certificate
Major/Certificate	Specialization	
Required/Waived Course (e.g. Biol 100)	Course Title	# Units
Course(s) to be Substituted	Course Title	# Units
Taken at (Institution) Attach Unofficial Transcripts, O Identical Unit Count: Yes / No (Circle) Major Substit units in the major identify the course below that will		or waiver results in a deficiency of
Course(s) to be Substituted	Course Title	# Units
Taken at (Institution)	fficial Transcripts must be on file with	
Student Signature Counselor Review		
Articulation Officer Required for ADT substitutions only	Approve	Deny
Name (PRINT)	Signature	Date
Faculty Recommendation (Recommended)	Approve	Deny
Name (PRINT)	Signature	Date
Department Chair's Recommendation (Required)	Approve	Deny
Name (PRINT)	Signature	Date
Dean's Recommendation (Required)	Approve	Deny
Name (PRINT)		<u></u> .
Admissions and Records Office (Required)	Processed	Not Processed
Name (PRINT)	Signature	Date
SPACMNT NOTED DEGREEWORKS		