

Petition for Course Substitution or Waiver

Procedures for Petitioning for Course Substitutions and/or Waivers

The following information is provided to ensure petitions for substitutions and waivers are evaluated based on current and accurate information. **Incomplete** petitions will be returned to the initiator without being reviewed or processed. ***Completed petitions must be received in the Central Records Office no later than the filing date for the Application for Graduation. Failure to submit completed forms on time will delay certification for graduation.*** Students are encouraged to petition for course substitutions and/or waivers as early as possible.

NOTES: A course ***substitution*** is a course that takes the place of a required course in a curriculum, provided the course substitution meets the content and/or spirit of the requirement. A description of the course to be substituted and how it meets the content and spirit of the requirement must be attached to the request.

A ***waiver*** does NOT result in the awarding of credit. Awarding of credit is called "advanced standing." A waiver means that the student does not have to take a required course in the curriculum because the Academic Dean has determined that the student already has the knowledge and skills taught in the course and would not benefit from repeating the content. Documentation of how the student has met the content and spirit of the requirement must be attached. The student may be required to make up the credits of the waived requirement, which could be met by completing an elective course of the student's choosing, or a higher level course recommended by the student's advisor.

1. Petition for Substitution or Waiver forms are available online <http://www.tcc.edu/students/forms/forms.htm> and in all Counseling offices. Students must complete the petition form with a counselor or faculty advisor.
2. A current copy of the student's academic advising transcript must accompany the petition form. Advising transcripts can be obtained from the counselor or by accessing student records in SIS.
3. After securing the signature of the counselor/faculty advisor, the student should submit the form to the campus Academic Dean responsible for the program for which the substitution/waiver is being requested (See Section A of the petition form.)
4. The initiator must provide a rationale for why the student benefits from the approved course substitution or waiver.
5. The Academic Dean will review the petition, indicate approval or denial of the request, sign the form, and forward two copies of the completed form to Central Records, maintaining one copy for the Division Office files. Central Records will forward one copy to the student and the other to the Counselor/Faculty advisor once the form has been processed.
6. Students will be notified of the decision by the Central Records Office. All approved course substitutions and waivers will be recorded in SIS.
7. Students will be limited to a maximum of three (3) course substitution requests and two (2) waiver requests for each program in which they enroll. Exceptions must be approved by the appropriate campus Academic Dean (See #3 above.) Credits earned either through a challenge exam or transfer from another institution are posted as advanced standing credit and will not count against the student's course substitution/waiver limits. (Students must complete a separate form for requesting advanced standing credit.)



Petition for Course Substitution or Waiver

Print clearly all information

SIS ID _____ Date: _____

Name _____
Last First Middle

Address _____
No./Street City State Zip Code

Phone Day (____) _____ Evening (____) _____ Catalog Year _____
Area Code Area Code

Expected Graduation Date _____ VCCS Email _____

- A) The requested exception applies to the following degree(s)/major(s):
- Associate of Arts –major/specialization _____
 - Associate of Science –major/specialization _____
 - Associate of Applied Arts – major/ specialization _____
 - Associate of Applied Science – major/ specialization _____
 - Certificate Program – major or concentration _____

B) **A SUBSTITUTION** is requested for the following course(s) or requirement(s):

(Attach copy of student advising transcript and required documentation for requested substitution(s).)

Substitute this course: (Prefix, number, title)	Credits	for the following requirement: (Prefix, number, title)	Credits

Dean's Use Only

Approve	Deny

C) **A WAIVER** is requested for the following course or requirement:

Dean's Use Only

Course/Requirement: _____

(Attach rationale and required documentation.)

Approve	Deny
<input type="checkbox"/>	<input type="checkbox"/>

Student Signature _____ Date _____

Counselor/Faculty Advisor _____ / _____ Date _____
(Please print name) (Signature)

Comments _____

Return all copies of this form to the appropriate Dean for the program checked in Section A.

Academic Dean Signature

Date

Please forward to the Office of Central Records. Do Not Write Below This Line



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Rationale Sheet

Student Name _____

Signature _____

Date _____