

PETITION FOR COURSE SUBSTITUTION OR WAIVER

See reverse side for instructions and guidelines

SECTION A – For Student: Complete your student information

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Catalog Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTION B – For Student: Provide information for the type of petition

I am requesting a: **Course Substitution** (Another specific course fulfills the intent of a course requirement – it may be a Sterling College course or a non-equivalent course taken at another institution.)

Required Course # Course Title Substitution Course # Substitution Course

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| --- | --- | --- | --- | --- |
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|  |  |  |  |  |

 **Course Waiver** (The student is exempt from a specified course requirement. Credits associated with the

 course are not considered complete, and the equal number of credits is required.)

 Required Course # Course Title

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| --- | --- |
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SECTION C – For Student: Describe your reasons for exception. Attach all pertinent information such as course descriptions or syllabi. *This form will not be processed without your explanation*.

 Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Student is responsible for checking email for decision.**

SECTION D – Faculty/Staff

VPAA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Denied

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approved Denied

Academic Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registrar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Instructions and Guidelines (please read carefully)

Every student enrolled in a degree program at the college must meet the specific program requirements in order to be awarded the degree. The student is responsible for reviewing the degree requirements for the year of entry into the program. In an effort to maintain the academic integrity of our degree program course substitutions will be granted only in special circumstances. On rare occasions, students may experience exceptional or extenuating circumstances which may warrant a request to alter Sterling College’s requirements for a degree. Should these conditions exist, the student may petition for a substitution or waiver of a specific requirement.

Description of Exceptions

* Course Substitution: Another specific course fulfills the intent of a course which is required for the major or degree. It may be a Sterling College course or a non-equivalent course taken at another institution. (For transfer courses, only those not equivalent to the required courses need a substitution petition.)

* Course Waiver: The student is exempt from a specified course requirement. The waiver does not earn credits toward graduation however the requirement will be considered met in degree audit.

For Students

* It is your responsibility to submit appropriate documentation and your own justification with your petition for exception request. Forms will not be processed without documentation. Documentation includes such items as course syllabi, course descriptions from catalog, transcripts etc…
* Review your petition with your advisor and department chair, and secure any comments, recommendations and signatures approving or denying your petition.
* Submit the petition to the Registrar’s Office for evaluation. You will be contacted via email with the final decision.

For Advisors and Department Chairs

Your signature for approval supports the student’s petition and helps determine whether the exception should be granted. If you feel that the petition should be denied for any reason, please indicate as such.