

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

