

## FOOTHILL COLLEGE

### Petition for Course Substitution or Waiver

<b>Date:</b>		<b>Email:</b>	
<b>Name:</b>		<b>CWID No.:</b>	
<b>Address:</b>			
Street Address			
City	State	Zip Code	
<b>Major:</b>	<b>Quarter:</b>	<b>Catalog Year*:</b>	

*\*The year of the curriculum sheet you are following*

**THE FOLLOWING MUST BE ATTACHED TO THIS PETITION:**

1. Copy of a U.S. college transcript (including Foothill College) or a foreign evaluated transcript showing completion of the course.
2. Course description and/or course syllabus and/or course outline

**I AM REQUESTING A SUBSTITUTION/WAIVER FOR:**

\_\_\_\_\_ GENERAL EDUCATION    \_\_\_\_\_ MAJOR    \_\_\_\_\_ CERTIFICATE OF ACHIEVEMENT

**Required course or area:** \_\_\_\_\_

**Requested substitution:** \_\_\_\_\_

**Explain your reason for requesting substitution/waiver: (use reverse side if necessary)**


**SUBMISSION OF A PETITION DOES NOT GUARANTEE APPROVAL OF THE PETITION.**

*It is the student's responsibility to retain a copy of this petition for use with graduation.*

Student Signature:	
Counselor Name Printed:	Ext.
Counselor Signature:	

FOR OFFICE USE ONLY	EVALUATIONS OFFICE:
<b>DIVISION RECOMMENDATION:</b>	<b>Comments:</b>
<b>APPROVED: Check one</b>	
<input type="checkbox"/> Course content is equivalent to FH course	
<input type="checkbox"/> Course content is not equivalent to FH course but is approved as a substitution	
<input type="checkbox"/> <b>DENIED, explain:</b>	
<input type="checkbox"/> <b>OTHER, explain:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Other
Instructor Signature _____ Date _____	
Div. Dean/GE Co-Chair Signature _____ Date _____	Signature _____ Date _____