

# Foothill College

## Petition for Course Substitution or Waiver

Name: \_\_\_\_\_ SID # \_\_\_\_\_  
Last First

Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
Number Street  
City State Zip

Major: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

**The following must be attached to this petition:**

1. Copy of a U. S. college transcript (including Foothill College) or Foreign Evaluation 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

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

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

Explain your reason for requesting substitution/waiver: (use reverse of sheet if necessary)

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Submission of a petition does not guarantee approval of petition.  
*It is the students' responsibility to retain a copy of this petition for use with graduation.*

Student Signature \_\_\_\_\_

Counselor: \_\_\_\_\_ ext: \_\_\_\_\_

**Office use only:**

*Division Recommendation*

Comments: \_\_\_\_\_

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Approve Deny Other

\_\_\_\_\_  
Instructor Signature Date

\_\_\_\_\_  
Instructor Signature Date

\_\_\_\_\_  
Div Dean/GE Co-Chair Date

*Academic Council*

Comments: \_\_\_\_\_

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Approve Deny Other

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