

San Diego Mesa College
Evaluations Office
Petition Purpose and Routing

Form Name	Purpose	Routing
<p>Modification of Graduation Requirements</p> <ul style="list-style-type: none"> • Modification of Graduation Requirements DOES NOT clear course prerequisites or corequisites. • All petitions are sent to the District Evaluations Office for final processing. • Students are notified by mail or email regarding the petition outcome depending on the petition. 	<p>To <u>Substitute</u> a <u>Major Requirement</u> for a degree or certificate with another course.</p> <ul style="list-style-type: none"> • Non-ADT Degree • Non-LAS Degree • Same unit count • Lower division coursework 	<p>Recommended that a student meet with a counselor to review degree/certificate requirements first.</p> <p>Form initiated with Department Chair and Student</p> <ul style="list-style-type: none"> ⇒ Department chair's recommendation and signature ⇒ Dean's recommendation and signature ⇒ Campus Evaluations Office for processing
	<p>To <u>Substitute</u> a <u>Major Requirement</u> for a degree with another course for an <u>ADT</u>.</p>	<p>Form initiated with a counselor and student</p> <ul style="list-style-type: none"> ⇒ Campus Evaluations Office for processing
	<p>To <u>Substitute</u> a <u>Major Requirement</u> for a degree with another course for an <u>LAS Degree</u>.</p>	<p>Form initiated with a counselor and student</p> <ul style="list-style-type: none"> ⇒ Department chair's (for required course) recommendation and signature ⇒ Dean's recommendation and signature ⇒ Campus Evaluations Office for processing ⇒ *If the Evaluator has a question/concern regarding the substitution the petition is brought to the ARC
	<p>To <u>substitute</u> a <u>Major Requirements</u> for a degree or certificate with another course.</p> <ul style="list-style-type: none"> • Different unit count • Upper division coursework 	<p>Form initiated with a counselor and student</p> <ul style="list-style-type: none"> ⇒ Department chair's (for required course) recommendation and signature ⇒ Dean's recommendation and signature ⇒ Campus Evaluations Office
	<p>To <u>Substitute</u> a <u>District General Education Requirement</u> for a degree with another course. (General not approved)</p>	<p>Recommended that a student meet with a counselor to review degree/certificate requirements first.</p> <p>Form initiated with Department Chair and Student</p> <ul style="list-style-type: none"> ⇒ Department chair's recommendation and signature ⇒ Dean's recommendation and signature ⇒ Campus Evaluations Office ⇒ Campus ARC for decision
	<p>To <u>Substitute</u> or <u>Waive</u> a <u>District Requirement</u> for a degree with another course.</p>	<p>Recommended that a student meet with a counselor to review degree/certificate requirements first.</p> <p>Form initiated with Department Chair and Student</p> <ul style="list-style-type: none"> ⇒ Department chair's recommendation and signature ⇒ Dean's recommendation and signature ⇒ Campus Evaluations Office ⇒ Campus ARC for decision