



PETITION TO SUBSTITUTE/WAIVE ACADEMIC REQUIREMENTS

AREAS OF EMPHASIS, MAJORS, CERTIFICATE OF ACHIEVEMENT and/or CERTIFICATE OF COMPLETION

Steps to Petition:

1. Complete Sections A, B, & C (please print clearly). Form will be returned if not completely filled out.
2. Attach supporting documentation, i.e., transcripts, course description, etc. (Approval will not be awarded without documentation and form will be returned to the student).
3. Submit a separate petition form for each requirement or regulation you wish to appeal.
4. Submit the completed petition form to the Graduation Technician in the Military Department.
5. Course approval will be posted on DegreeWorks. Students will also be notified of a decision by email. Please allow 3 weeks for processing.

A. STUDENT INFORMATION

Name _____ Student ID# _____

Address: _____
Street Name _____ City _____ Zip Code _____

Phone # (____) _____ Email Address _____

Student Signature _____ Date _____

Student signature is required. Digital signature will not be accepted.

B. STUDENT REQUEST

Indicate title of AREA OF EMPHASIS, MAJORS, CERTIFICATE OF ACHIEVEMENT and/or CERTIFICATE OF COMPLETION:

CCC Catalog or other official program reference source: Catalog Year: _____ Page Reference: _____

List other reference source if other than CCC (please indicate source, date, and page of reference):

Complete box below:

<u>Course to be substituted/waived</u>	<u>Equivalent course to be reviewed *</u>

C. *SUPPORTING DATA

State your specific reason for your appeal and attach supporting documentation, i.e., transcripts, course description, etc. Approval will not be awarded without documentation. (Use additional pages if necessary)

Office Use Only

_____ Approved _____ Denied _____
Signature of Instructional Dean, Department Chair, or Designee
Date
Posted to Record by: _____ Date: _____

Revised 10/16

Submit completed and signed form to Coastline College, Military/Contract Education, 11460 Warner Avenue, Fountain Valley, CA 92708 or fax to (714) 241-6193 or scan and email to soc@coastline.edu.