

**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**

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