

# Petition for Course Substitution or Waiver



**SECTION A: Student should complete this section and submit to a counselor/academic advisor.**

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

TCC/VCCS Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

Curriculum(a): \_\_\_\_\_

Plan Code(s) #: \_\_\_\_\_ Catalog year: \_\_\_\_\_

Anticipated TCC graduation date in this curriculum: \_\_\_\_\_

**Identify whether you are requesting a course substitution or waiver.**

**Substitution** [Indicates student has taken a course at TCC or another regionally accredited college or university that meets the content and/or spirit of a required course in a student's program plan (or for petitions by reason of disability). An approved substitution appears on the student's official TCC transcript, but only if the Office of the College Registrar receives the official transcript showing successful completion ("C" or higher) of the course petitioned as a substitute. A substitution applies only to the curriculum(s) for which it is approved.]

Substitute this course (Prefix, number, title)	Credits	for the following course requirement: (Prefix, number, title)	Credits

*Attach a copy of the student advising transcript and an unofficial transcript showing the course being petitioned as a substitution.*

**Waiver** [Indicates student has successfully attained learning outcomes of course petitioned for waiver through demonstrated knowledge and/or skills that are not reflected on a transcript from a regionally accredited college or university. An approved waiver is not reflected on the student's official transcript and academic credit is not awarded. The requirement is waived and appears on the student advising transcript, but may require the student to complete coursework to account for outstanding credit hours required in the student's curriculum. A waiver applies only to the curriculum(s) for which it is approved.]

*Attach a copy of the student advising transcript and documentation to support the waiver petition (e.g., certificate, license). Review the course learning outcomes and briefly explain below how course learning outcomes have been attained.*

Course/requirement requested for waiver: \_\_\_\_\_

Rationale: \_\_\_\_\_  
 \_\_\_\_\_

**SECTION B: Counselor/academic advisor should complete this section and submit to an academic dean/director (or to the Office of The College Registrar).**

I have reviewed the student's request and believe it merits consideration by an academic dean/director given the student's curriculum and educational or career goals. If approved, the request is compliant with VCCS and TCC Policies. *(Submit to the appropriate academic dean/director.)*

I have reviewed the student's request along with the student's curriculum and educational or career goals, and do not believe it warrants further consideration. A brief explanation for this decision is below. *(Submit to the Office of the College Registrar.)*

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION C: Academic dean/director should complete this section and submit to the Office of the College Registrar.**

I have reviewed the student's petition in consultation with appropriate full-time faculty and/or an educational accessibility office and am supportive of the substitution or waiver. The student's curriculum, catalog year and educational or career goals were considered in rendering this decision as were VCCS and TCC policies.

I have reviewed the student's petition and am not supportive of it for the following reason(s):

The course petitioned for credit is not considered a general education course, a chief determinant in considering the student's request.

The course requested as substitution is not equivalent to the college's course.

The course requested as substitution is not a course that typically transfers to a four-year college/university, a chief consideration in rendering a decision.

The course petitioned for waiver is a critical course in the student's plan of study.

Other: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION D: Office of the College Registrar should review the petition, ensuring for compliance with VCCS and TCC policies. If not in compliance, academic dean/director shall be consulted. Otherwise, request is processed, student is notified of the decision, and a copy of this form is scanned in ImageNow.**

*Notice to Students: Students have the right to an appeal. See TCC Policy 2102: Course Substitutions and Waivers for details.*