



San Diego Community College District
Petition for Modification of Graduation Requirements

City Mesa Miramar

Purpose of Petition: Substitution DSPS Waiver as an academic accommodation

Select One: Major Requirement District Requirement District General Education Requirement

| | |
|--|--------------------------|
| Name: _____ | Student ID Number: _____ |
| (PRINT) Last First MI | |
| Address: _____ | |
| Number Street City State Zip | |
| Email: _____ | Telephone: _____ |

| | | | | | |
|--|--|--|--|---|--|
| <input type="checkbox"/> Associate Degree <input type="checkbox"/> Certificate of Achievement <input type="checkbox"/> Certificate of Performance (SDCCD Courses Only) | | | | | |
| Major: _____ | Specialization: _____ | | | | |
| Required Course (e.g. CHEM 100): _____ | Course Title: _____ #units: _____ | | | | |
| Course(s) to be Substituted: _____ | Course Title: _____ #units: _____ | | | | |
| Taken at (Institution): _____ | | | | | |
| <ul style="list-style-type: none"> • Attach a detailed justification for your petition • Attach required supporting documentation: <table style="width:100%; margin-left: 20px;"> <tr> <td><input type="checkbox"/> Transcript(s)</td> <td><input type="checkbox"/> Computerized Education Plan</td> </tr> <tr> <td><input type="checkbox"/> Catalog Description of Proposed Substitute Course(s)</td> <td><input type="checkbox"/> Other documentation</td> </tr> </table> | | <input type="checkbox"/> Transcript(s) | <input type="checkbox"/> Computerized Education Plan | <input type="checkbox"/> Catalog Description of Proposed Substitute Course(s) | <input type="checkbox"/> Other documentation |
| <input type="checkbox"/> Transcript(s) | <input type="checkbox"/> Computerized Education Plan | | | | |
| <input type="checkbox"/> Catalog Description of Proposed Substitute Course(s) | <input type="checkbox"/> Other documentation | | | | |
| Student's Signature: _____ | Date: _____ | | | | |

OFFICIAL USE ONLY

| |
|---|
| Department Chair's Recommendation: _____ _____ _____ |
| Name (PRINT): _____ Signature: _____ Date: _____ |

| |
|--|
| DSPS Counselor Recommendation (for academic accommodation purposes) _____ _____ _____ |
| Name (PRINT): _____ Signature: _____ Date: _____ |

| |
|--|
| Dean's Recommendation _____ _____ _____ |
| Name (PRINT): _____ Signature: _____ Date: _____ |

| | | |
|---------------------------------|---|--|
| Committee's Action | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | |
| Reason(s): _____ | | |
| Signature: _____ Date: _____ | | |

| | | |
|---------------------------------|---|--|
| Evaluator's Action | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | |
| Reason(s): _____ | | |
| Signature: _____ Date: _____ | | |

Petition for Modification of Graduation Requirements
Instructions for Students

- Education Plan must be on file.
- Depending upon a student's education plan and degree pathway, District requirements might not be required. It is strongly recommended that students see a counselor for assistance.
- Use one form for each substitution or DSPS waiver.
- Place all materials in mailbox of Department Chair for the major, or hand directly to that Department Chair.
- Petitions for substitutions or waivers as a disability-related accommodation, with supporting documentation, should be submitted to the campus DSPS office where the program of study is being sought and not the Department Chair for the major.
 - Following a DSPS faculty member's review of the Petition and discussion with the student, the DSPS office will forward the Petition to the campus Evaluations Office.
 - The Evaluations Office will forward the Petition to the appropriate campus committee designated to adjudicate petitions for modification of graduation requirements.
 - Copy of the final decision will be sent to DSPS.

You will be notified regarding the approval or denial of your petition.

NOTE:

- Substitution - to replace a course required with another course(s).
- DSPS Waiver – Exemption from taking a required course in the major or District requirement as a disability-related accommodation. District General Education requirements cannot be waived.
- An approved substitution or waiver will not be considered a waiver of the student's responsibility to complete the minimum number of units (60) required for an associate degree per Title 5 of the California Education Code, §55063.
- A minimum of 18 units is required for the major for all degree programs.