

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 regarding the petition outcome. 	<p>To Substitute a Major Requirement 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 Substitute a Major Requirement for a degree with another course for an ADT.</p>	<p>Form initiated with a counselor and student</p> <ul style="list-style-type: none"> ⇒ Campus Evaluations Office for processing
	<p>To Substitute a Major Requirement for a degree with another course for an LAS Degree.</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 substitute a Major Requirements 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 Substitute a District General Education Requirement 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 Substitute or Waive a District Requirement 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
	<p>To Waive a Major Requirement for a degree or certificate 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 ⇒ Vice President of Instruction for decision ⇒ Campus Evaluation Office for processing