

San Diego Mesa College
Evaluations Office
Petition Purpose and Routing

Petition for Modification of Graduation Requirements

- **Modification of Graduation Requirements DOES NOT clear course prerequisites or corequisites.**
- Students complete the process via the **District’s Forms & Documents page [here](#) (JIRA) found under the COUNSELING/EVALUATION/GRADUATION FORMS section.**
- Required documents: Education Plan, SDCCD transcripts. If the sub course is not a Mesa course, transcripts from that school and course catalog description is also required.
- If the student’s request is approved, the Evaluator enters the approval notice in the student’s portal under their “Advising Notes”. Please allow one month for the request to be reviewed.
- An email is generated by JIRA letting the student know the form was approved.
- The request is then marked **“DONE”**.

For questions, please contact the Mesa Campus Evaluations Office at mesaevaluations@sdccd.edu

Purpose / If	Routing / Then
<p>To Substitute a Major Requirement for a degree with another course for an *ADT or General AA/AS degree.</p> <p>*For ADT’s, the college Articulation Officer will be added as a participant to provide recommendations/feedback in addition</p>	<p>Campus Evaluations adds the appropriate reviewers and requests will be routed in the following order:</p> <ul style="list-style-type: none"> ⇒ Department Chair over the Major (Ex. If the student is earning AS-T in Business Administration, the request is routed to Dept Chair over Business Administration) ⇒ Instructional Dean over the Major (Ex. If the student is earning AS-T in Business Administration, the request is routed to Instructional Dean over Business Technology) ⇒ District Evaluations for Final Approval
<p>To Substitute a Major Requirement for a degree with another course for an LAS Degree. All LAS degrees, regardless of major emphasis, requests are routed to the department chair and dean OVER the required course. (Applicable to City and Mesa only)</p>	<p>Campus Evaluations adds the appropriate reviewers and requests will be routed in the following order:</p> <ul style="list-style-type: none"> ⇒ Department Chair over the required course (Ex. Required course = MATH 150 routed to Dept Chair over Mathematics) ⇒ Instructional Dean over the required course (Ex. Instructional Dean over Mathematics & Natural Sciences) ⇒ District Evaluations for Final Approval

San Diego Mesa College
Evaluations Office
Petition Purpose and Routing

<p>To Substitute a District Requirement (including District General Education) for a degree with another course.</p>	<p>Campus Evaluations adds the appropriate reviewers and requests will be routed in the following order:</p> <ul style="list-style-type: none"> ⇒ Department Chair over the required course (Ex. Required course = MATH 150 routed to Dept Chair over Mathematics) ⇒ Instructional Dean over the required course (Ex. Instructional Dean over Mathematics & Natural Sciences) ⇒ Academic Review Committee (Chair of ARC, Dr. Ailene Crakes) ⇒ District Evaluations for Final Approval
<p>For DSPS related substitutions/waivers, requires review by DSPS faculty before being sent to designated College Committee.</p>	<p>Campus Evaluations adds the appropriate reviewers and requests will be routed in the following order:</p> <ul style="list-style-type: none"> ⇒ DSPS Counseling Faculty ⇒ Department Chair over the required course (Ex. Required course = MATH 150 routed to Dept Chair Sandra Belew) ⇒ Instructional Dean over the required course (Ex. Instructional Dean over Math & Natural Sciences Dr. Paloma Vargas) ⇒ Academic Review Committee ⇒ District Evaluations for Final Approval