

2023/2024 PROGRAM OF STUDY COURSE SUBSTITUTION/WAIVER PETITION



Steps to Petition:

1. Complete Sections A & B (please print clearly). Incomplete forms will be returned.
2. Submit the completed petition form to the Military and Contract Education Program. Staff will route petition to counselor for review. Counselor may contact you if additional information is needed.
3. Course approval is the sole discretion of the department.
4. Approvals will be posted on Degree Works. Students will only be notified by email or mail if any portion of the petition was denied.
5. Please allow 3-4 weeks for processing.

STUDENT INFORMATION

Name: _____ Student ID#: _____

Street Name _____ City _____ State _____ Zip Code _____

Email: _____ Phone # _____

Student signature required _____ Date _____

Counselor's signature _____ Date _____

SUBSTITUTION/WAIVER REQUEST (Please complete one form per Coastline program of study)

Coastline Program of Study _____ Coastline Catalog Year _____

State the specific reason for your petition:

Official transcripts for all institutions in this petition must be on file with Coastline Admissions and Records. Attach additional supporting documentation such as course descriptions, or syllabi, to this petition. If additional lines are required, complete a second petition.

Please indicate for each course:

The name of the institution where the course was completed; the course's department and course number (example, ENGL C100), the number of units for the course, as well as whether they were semester (S) or quarter (Q) units; the term the course was completed, your grade in the course; and what GE requirement you want to satisfy with the course. Please contact the Counseling Center if you need additional assistance in completing this form.

Institution Name	Dept & Course #	Units & S/Q	Term	Grade	Department & Course # OR Program Area
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Approved Denied
 By TES or Dean/Chair & Date _____
 Notes _____

OFFICE USE

Submit Completed and Signed form to:
 Coastline College
 Attn: Military & Contract Education
 11460 Warner Avenue, Fountain Valley, CA 92708
 Email: degreeplanning@coastline.edu