



# MT. SAN ANTONIO COLLEGE

## HOW TO REQUEST A VARIANCE OR CREDIT FOR EQUIVALENT COURSE

**1** Fill out the "[Request for Variance or Credit for Equivalent Course](#)" form\*

- In the "Purpose of request" area
  - List either the degree and/or certificate title as shown in this example
    - [Mt. SAC Catalog index A-Z](#) will show the degree and/or certificate title

**2** Enter the completed course name, # of units, college where the course was completed, term when the course was completed, grade, and proposed equivalent to Mt. SAC course(s) as shown below.

Completed course (Course Name (s), # and Title)	# of units	Completed at: (Name of College)	During the term of:	Grade earned:	Proposed equivalent Mt. SAC course(s): (Course Name (s), # and Title)
<i>Example:</i> ENGL 101 Freshman Composition	4	Fullerton College	Fall 2009	A	ENGL 1A Freshman Composition

**3** Attach clear, easy-to-read copies of an unofficial transcript\*\*, course catalog description, and/or course syllabus, and/or sample work from course. Check the appropriate boxes as shown below.

I have attached the following documentation in support of this request:

*Note that required documentation varies by area.  
Additional materials may be required.*

Unofficial Transcript  
 Course catalog description  
 Course syllabus  
 Sample work from course

**4** Submit the document to the Division that houses the discipline/course you are seeking the variance. The next page provides the list of Divisions, their programs, and submission email.



\*Variance request with incomplete or missing documentation will not be processed.

\*\*An official college transcript must be on file with Admissions & Records to complete the variance process.

Click on the **BLUE** Division/Department title. The link will direct you to the division/program email. Attach all documents as instructed on the first page of this guide.

### **BUSINESS DIVISION**

- Accounting (BUSA)
- Business Management (BUSO/BUSM/BUSS)
- Child Development/Education (CHLD/EDUC)
- Computer Information Systems/Technology-Related (CISB/CISD/CISM/CISN/CISP/CISS/CISW)
- Culinary (CUL)
- Economics (BUSC)
- Family & Consumer Science (FCS)
- Fashion (FASH)
- Hospitality & Restaurant Management (HRM)
- Interior Design (ID)
- Nutrition (NF)
- Paralegal/Business Law (PLGL/BUSL)
- Real Estate (BUSR)

### **ARTS DIVISION**

- Arts (Fine) (ARTB/ARTG/ARTZ/ARTS/ARTD)
- Arts (Commercial & Entertainment) (ANIM/ARTC/PHOT)
- Journalism (JOUR)
- Music/Audio Arts (MUS/MUSA)
- Radio & Television (R-TV)
- Theater Arts (THTR)

### **NATURAL SCIENCE DIVISION**

- Agriculture, Registered Veterinary (RVT), Pet Science (AGAN/AGAG/AGHE/AGPE/AGLI)
- Anatomy, Anthropology, Biology, Botany, Histology Public Health, Zoology (ANAT/ANTH/BIO/BTNY/HT/PUBH/ZOOL)
- Earth Sciences, Astronomy (ASTR/GEOL/OCEA/METO)
- Chemistry (CHEM)
- Engineering/Physical Science/Physics (ENGR/PHYS/PHSC)
- Horticulture (AGOR)
- Mathematics (MATH)

### **LIBRARY & LEARNING RESOURCES (LLR) DIVISION**

- Library & Instructional Media (LIBR)
- Reading/Study Techniques (READ/STDY/LCOM)

### **KINESIOLOGY & WELLNESS**

- Dance (DNCE/DN-T)
- Kinesiology (KIN/KINS/KINX/KINF/KINL/KINA/KINS)

### **STUDENT SERVICES DIVISION**

- **Counseling/Leadership (COUN/LEAD)**
- **ACCESS (ACCS/DSPS)**

### **TECH & HEALTH DIVISION**

- Administration of Justice (ADJU)
- Aeronautics/Air Traffic (AERO/AIRT)
- Air Conditioning (AIRC)
- Aircraft Maintenance Tech (AIRM)
- Alcohol & Drug Counseling (AD)
- Architectural Technology/Surveying (ARCH/SURV)
- Electronics/Engineering Construction Technology/Engineering Design Technology (ELEC/ECT/EDT)
- Emergency Medical Services (Paramedic) (EMS)
- Fire Technology (FIRE)
- Industrial Design Engineering (IDE)
- Manufacturing Technology (MFG)
- Medical Terminology (MEDI)
- Mental Health/Psychiatric Technician (MENT)
- Nursing (NURS)
- Radiology (RAD)
- Respiratory (RESD)
- Welding (WELD)

### **HUMANITIES & SOCIAL SCIENCES**

- American Language (AMLA)
- Art History (AHIS)
- English/Humanities (ENGL/HUM/LIT)
- Geography/Political Science (GEOG/POLI)
- History (HIST)
- World Languages (ARAB/CHIN/FRCH/GERM/ITAL/JAPN/KORE/LATN/SPAN)
- Philosophy (PHIL)
- Psychology (PSYC)
- Sign Language and Interpreting (SIGN)
- Sociology (SOC)
- Speech (SPCH)

**APPROVED:** The Division will email you a copy and forward the variance form to Admissions & Records (A&R) to be recorded and added to your student account.\*\*\* **OFFICIAL TRANSCRIPT** must be on file to complete the approval process.

**DENIED:** The Division will email you about the decision. Meet with a Counselor/Advisor to learn how to proceed.

\*\*\*Allow 2-3 weeks for the approved variance form to be processed by A&R.

## **QUESTIONS? NEED ASSISTANCE?**

OFFICE OF INSTRUCTION  
[WWW.MTSAC.EDU/INSTRUCTION/](http://WWW.MTSAC.EDU/INSTRUCTION/)



COUNSELING DEPARTMENT  
(909) 274-4380 or  
[www.mtsac.edu/counseling/schedule-counseling.html](http://www.mtsac.edu/counseling/schedule-counseling.html)