

Mt. San Antonio College
Request for Variance or Credit for Equivalent Course

PLEASE PRINT!

Name: _____
Last First Middle

Student ID # _____ **Telephone #** (_____) _____

Address: _____
Street City State Zip Code

Email Address: _____

Purpose of request: ☐ Degree Variance (indicate degree) _____
☐ Certificate Variance (indicate certificate) _____
☐ Prerequisite Variance (indicate desired course) _____

NOTE: Official transcripts must be provided to the Admissions and Records Office before this form can be processed.

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: ENGL 101 Freshmen Composition</i>	<i>4</i>	<i>Fullerton College</i>	<i>Fall 2009</i>	<i>A</i>	<i>ENGL 1A Freshman Composition</i>

I have attached the following documentation in support of this request: ☐ Unofficial Transcript
☐ Course catalog description
☐ Course syllabus
☐ Sample work from course

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

FOR OFFICE USE ONLY

☐ Approved, one-time ☐ Approved, all students for four years ☐ Denied

Rationale for Denial: _____

Signature, Department Chair: _____ **Date:** _____

Official Transcript Grade Verification by: _____ **Date:** _____

Signature, Division Dean: _____ **Date:** _____

Forwarded to A & R on _____ **by** _____
Date

Entered into MAP on _____ **by** _____