

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>	4	<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** \_\_\_\_\_