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)

Example:
ENGL 101 Freshmen Composition 4 Fullerton College Fall 2009 A ENGL 1A Freshman Composition

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: ___________________________________________

________________________________________ Date: ________________

Signature, Department Chair:

________________________________________ Date: ________________

Official Transcript Grade Verification by:

________________________________________ Date: ________________

Signature, Division Dean:

________________________________________ Date: ________________

Forwarded to A & R on __________________________ by ____________________

Entered into MAP on __________________________ by ____________________

Distribution: Student Division Office Admissions Updated 5/29/11 Form Owner: A&R