Mt. San Antonio College

Request for Variance or Credit for Equivalent Course

PLEASE PRINT

Name: _____
Last First Middle

Student ID #: A _____ **Telephone #:** _____

Address: _____
Street City State Zip Code

Mt. SAC Student Email ONLY: _____ @student.mtsac.edu

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:

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

- ☐ **Unofficial Transcript**
- ☐ **Course catalog description**
- ☐ **Course syllabus**
- ☐ **Sample work from course**

*** ***Please Save Form with a Different File Name*** ***

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 _____

Distribution: Student, Division Office, Admissions