INSTRUCTIONS FOR COMPLETING THE REQUEST FOR VARIANCE OR CREDIT FOR EQUIVALENT FORM

Carefully complete the request including detailed information:

 In the Purpose of Request section, specifically list <u>each</u> degree, certificate or course number and title. The numbers and titles of degrees, certificates, and courses can be found in the <u>Mt. SAC Catalog</u> under Catalog A-Z index.

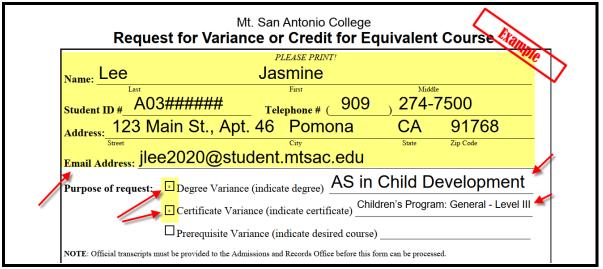


Figure 1-Screen-shot of the personal information section on a variance form

- Attach a clear, easy-to-read copy of unofficial transcripts and a copy of the course description from the college catalog of the college where you completed the course. Highlight the course(s) for which you are requesting a variance.
- 3. Submit your completed variance request and supporting documents through the "Submit Form" at Mt. SAC Kinesiology Division
- 4. Once your request for variance is approved or denied by the Department, the Kinesiology Division will email you a copy and forward the form to Admissions & Records to be recorded. The process can take up to 2-3 weeks.

Variance requests with incomplete or missing information will not be processed.

Prerequisite Variance (if applicable):

Prerequisites provide a common academic foundation for all students who enroll in a course. When a course includes a prerequisite, the course content assumes each student gained specific subject knowledge, skills, and competence upon completion of the prerequisite. The successful completion of prerequisites assures that students are adequately prepared for academic rigor required in course.

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

		PLEAS	E PRINT!			(C)			
Name:									
Last	First				Middle				
	dent ID # Telephone # ()								
Address:		City			Dr. 10 V	<u></u> gg			
					State Zip Code				
Email Address:						_83			
Purpose of request: Deg	ree Va	riance (indicate de	gree)			- 9			
☐ Certificate Variance (indicate certificate)									
☐ Prerequisite Variance (indicate desired course)									
NOTE: Official transcripts must be pro						12			
NOTE. Official transcripts must be pro	vided to t	ne Admissions and Reco	ids Office belof	e uns form ca	in 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 (Course Name (s), # and Title)	(s):			
Example: ENGL 101 Freshmen Composition	4	Fullerton College	Fall 2009	A	ENGL 1A Freshman Composition				
CDE 2 Child Growth and Development	3	Chaffey	Fall 2018	Α	CHLD 11 Child and Adolescent Develop	ment			
	2								
I have attached the following	g docu	mentation in supp	ort of this	request	■ Unofficial Transcript				
Note that required documentation varies by area. Additional materials may be required. Course catalog descr Course syllabus Sample work from co									
		FOR OFFIC	E USE ON	LY					
\Box Approved, one-time \Box A	Approv	ved, all students fo	or four year	s \Box De	enied				
Rationale for Denial:						_			
Signature, Department Chai		Date:	- 1						
Official Transcript Grade V	Date:								
Signature, Division Dean:		Date:							
Forwarded to A & R on by									

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

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

		PLEAS	SE PRINT!					
Name:	First			Middle				
Student ID #								
Address:		C'.	y					
Email Address:			State Zip Code					
<u></u>								
□ Cer	rtificate requisi	e Variance (indicate te Variance (indicate	e certificate	ourse)				
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 followin Note that required document Additional materials may be	☐ Unofficial Transcript ☐ Course catalog description ☐ Course syllabus ☐ Sample work from course							
☐ Approved, one-time ☐	• •	ŕ	or four yea	rs $\square_{\mathbf{D}}$	enied			
Signature, Department Cha	Date:							
Official Transcript Grade V	Date:							
Forwarded to A & R on		Date	by					
Entered into MAP on			by					

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