Saddleback College   **Petition for Course Substitution or Waiver**

Information to the student:
1. Complete your personal information in the box below.
2. With a counselor, choose the appropriate request by checking the box for Course Substitution or Waiver.
3. This form should be submitted to the appropriate Academic Division office. Once a decision is made, the division office will directly forward the form to the Office of Admissions and Records for processing. No student drop offs accepted.
4. Approved petitions are valid ONLY under the following conditions:
    a. An official transcript(s) from the other institution(s) is on file with the Office of Admissions and Records.
    b. All institutions must be REGIONALLY ACCREDITED.
    c. If coursework and degrees were completed outside of the United States, transcripts must be evaluated by an approved agency. See back of form for more information.
5. In no case will the Saddleback College transcript be altered as a result of an approved substitution/waiver.

Last Name	First		M.I.	Student ID
Phone Number		E-mail		
Student Signature			Date	

Check appropriate box for your request:

☐ **Associate/Certificate Course Substitution**
A substitution is the use of a course from another college that is comparable to a Saddleback College course. Please attach course description(s) and course syllabi for review. Substitution requests using another Saddleback course are approved in limited circumstances.

Name of Certificate/Degree Affected: _____

Saddleback course to be substituted (Enter course name and number)	Units	Course to be used as substitute for Saddleback course		Units / Grade	Appr'd	Denied
		Course Name and Number	Name of other college			

Comments:_____
_____

☐ **Associate/Certificate Course Waiver**
Waivers will exempt a student from taking a particular course (Waives content only, not unit requirement.)

Name of Certificate/Degree Affected: _____

Reason for waiver request: _____

Saddleback course to be waived (Enter course name and number)	Units	Alternate program or experience completed to waive Saddleback course	Units/ Grade	Appr'd	Denied

Comments:_____
_____

Instructor/Chairperson Name & Signature:_____date:_____

Dean's Name & Signature:_____date:_____

A&R received from department by:_____date:_____

Revised: 2/5/2019

Regional Accreditation

Consideration of college credit will only be accepted by institutions that are regionally accredited from the following accrediting agencies:

1. Western Association of Schools and Colleges
2. Southern Association of Colleges and Schools
3. New England Association of Schools and Colleges
4. Higher Learning Commission (previously North Central Association of Colleges and Schools)
5. Northwest Commission of Colleges and Universities
6. Middle States Association of Colleges and Schools

Unfortunately, if there is no regional accreditation, Saddleback College will not evaluate or consider course credit.

Foreign Transcripts

Coursework and degrees completed outside of the United States must be evaluated by an approved agency prior to your request for course substitution or waiver. The listing below are suggested approved agencies:

Academic Credentials Evaluation Institute (ACEI)
P.O. Box 6908
Beverly Hills, CA 90212
Toll Free: (800) 234-1597 (USA Only)
Telephone: (310) 275-3530
Email: acei@acei1.com
Website: http://www.acei1.com

American Education Research Corporation (AERC)
P.O. Box 996
West Covina, CA 91793-0996
Telephone: (626) 339-4404
Website: http://www.aerc-eval.com

International Education Research Foundation, Inc. Credentials Evaluation Service (IERF)
P.O. Box 3665
Culver City, CA 90231-3665
Telephone: (310) 258-9451
Email: info@ierf.org
Website: http://www.ierf.org

World Education Services (WES)
P.O. Box 5087 Bowling Green Station
New York, NY 10274-5087
Telephone: (212) 966-6311
Email: info@wes.org
Website: http://www.wes.org

For other approved agency options, check the following links:
1. State of California Commission on Teacher Credentialing - http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf
2. National Association of Credential Evaluation Services (NACES): http://www.naces.org/members.htm
3. Association of International Credentials Evaluators (AICE): http://www.aice-eval.org/