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.

<table>
<thead>
<tr>
<th>Completed course (Course Name(s), # and Title)</th>
<th># of units</th>
<th>Completed at: (Name of College)</th>
<th>During the term of:</th>
<th>Grade earned:</th>
<th>Proposed equivalent Mt. SAC course(s): (Course Name(s), # and Title)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ENGL 101 Freshmen Composition</td>
<td>4</td>
<td>Fullerton College</td>
<td>Fall 2009</td>
<td>A</td>
<td>ENGL 1A Freshman Composition</td>
</tr>
</tbody>
</table>

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 __________________ Date: ___________

Distribution:  Student  Division Office  Admissions

Updated 5/29/11  Form Owner: A&R