

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

Carefully complete the request including detailed information:

1. In the Purpose of Request section, specifically list **each** degree, certificate or course number and title. The numbers and titles of degrees, certificates, and courses can be found in the [Mt. SAC Catalog](#) under Catalog A-Z index.

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

PLEASE PRINT!

Name: Lee Jasmine
Last First Middle

Student ID # A03##### Telephone # (909) 274-7500

Address: 123 Main St., Apt. 46 Pomona CA 91768
Street City State Zip Code

Email Address: jlee2020@student.mtsac.edu

Purpose of request: Degree Variance (indicate degree) AS in Child Development
 Certificate Variance (indicate certificate) Children's Program: General - Level III
 Prerequisite Variance (indicate desired course) _____

NOTE: Official transcripts must be provided to the Admissions and Records Office before this form can be processed.

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

2. 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

Example

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)
<i>Example:</i> ENGL 101 Freshmen Composition	4	Fullerton College	Fall 2009	A	ENGL 1A Freshman Composition
CDE 2 Child Growth and Development	3	Chaffey	Fall 2018	A	CHLD 11 Child and Adolescent Development

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** _____

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) _____

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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)
<i>Example: ENGL 101 Freshmen Composition</i>	4	<i>Fullerton College</i>	<i>Fall 2009</i>	<i>A</i>	<i>ENGL 1A Freshman Composition</i>

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Date

Entered into MAP on _____ **by** _____