

**SDSU Department of Special Education**

**Petition for Substitution/Waiver**

Date \_\_\_\_\_

FOR OFFICE USE ONLY	
Sent to _____	Date _____
By _____	

\_\_\_\_\_  
Last                      First                      Middle/Maiden

Program \_\_\_\_\_

\_\_\_\_\_  
Street and #

Red ID# \_\_\_\_\_

\_\_\_\_\_  
City                      State                      Zip code

Phone # \_\_\_\_\_

This form is to be used by a credential or Masters candidate requesting an exception to the course requirement for a particular program.

To submit for a course substitution: A petition to substitute a course must include a photocopy of transcript verifying grade (do not submit originals; these will not be returned). Supplemental information to justify the substitution, petitioner must include copy of course syllabus per course if more than one course is being used.

To submit for a course waiver: A petition to waive a course must include information to justify the waiver. Evidence to support a course waiver must be included and may include verification of work experience, work samples, evidence of participation in extensive relevant training, etc.

Candidates will receive a copy of this form with the final recommendation in the mail. In instances where the request has been denied, candidates may complete a Petition for Reconsideration with additional substantiation.

I petition to waive/substitute the following SDSU course: \_\_\_\_\_  
(circle one)

Course Substitution

I propose substituting \_\_\_\_\_ from \_\_\_\_\_ for the SDSU course.  
(course #)                      (name of university)

Course Waiver

I propose waiving \_\_\_\_\_ based on \_\_\_\_\_  
(course #)                      (justification)

Justification for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR OFFICE USE ONLY	
Approve _____	Deny _____
_____ Faculty Member Responsible for Course or SPED Program Coordinator or Department Chair	
Date _____	
Evaluator comments: _____ _____ _____ _____	