

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 _____	Approve _____ Deny _____
_____ Faculty Member Responsible for Course	_____ SPED Program Coordinator or Department Chair
Date _____	Date _____
Faculty comments: _____ _____ _____ _____	