

Santa Barbara City College Global/Blanket Course Waiver or Substitution Request

A: Summary: (e.g. <i>Substitute ETHST 121 for CHST 121</i>)
B: Requested By: (Counselor or Department Chair)
C: Major/Program of Study: (e.g. <i>Chicano Studies</i>)
D: Degree(s): (i.e. AA, AS, Certificate, SCA, DA) (e.g. AA)
E: Required Course(s): (e.g. <i>CHST 121 Chicana/Latina Women</i>)
F: Waiver: <input type="checkbox"/> Yes or <input type="checkbox"/> No (select one)
G: Substitute Course(s): (e.g. <i>ETHST 121 Woman of Color</i>)
H: Reason: (e.g. <i>CHST 121 not offered Spring 2003</i>)
I: Conditions/Date Ranges: (e.g. "effective Spring 2003 only" or "effective all catalogue rights 2002-03 and prior")

Decision of Department Chairs

Chairperson Offering the Major	Chairperson Offering the Course
_____ (Name)	_____ (Name)
Date: _____	Date: _____
Approved: _____ Denied: _____	Approved: _____ Denied: _____

Decision of Scholastic Standards Committee

Approved: _____ Date: _____ (Name)	Denied: _____ Date: _____ (Name)
Reason: _____	

DARS Office Use only: Effective Date: _____

DPROG: _____ REQ: _____

SUBREQ: _____

Date Completed: _____ by _____

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Procedures

On occasion, departments change their program requirements, cease to offer a previously required course or for an extended period of time do not offer a required course. In some cases selected new courses may be appropriate to substitute for a required course in a prior year's catalogue. In order to accommodate students who have established catalogue rights to previously defined degree requirements, departments may identify substitute courses that will satisfy the requirements or may waive certain course requirements. These substitutions or waivers are intended to apply to any and all students who meet specific conditions that have been defined by the department offering the degree (e.g., a cohort of students are in their last semester at SBCC and a required capstone course is not offered). Rather than file a petition for each and every student it is college practice for a counselor to secure a memo of understanding from the department chair that authorizes a "global" or "blanket" substitution that is applied when filing and evaluating degree eligibility.

1. A counselor or the department chair of the department offering the required course(s) or the department chair of the department offering the degree may initiate a global/blanket waiver or substitutions using this form or via e-mail to the Dean, Educational Programs: Student Development/Counseling.¹ E-mail must include information relevant to items A-I and must originate from the sender's SBCC e-mail address.
2. Both the department chair of the department offering the course and the department chair of the department offering the degree must approve the recommendation.
3. The documentation (i.e. memo and/or e-mail) would identify the original course requirement, the options for satisfying the requirement and the conditions under which the waiver or substitution applies and any date limitations.
4. The petition would be submitted to the Scholastic Standards Committee (SSC). The Committee would review the petition to ensure that the waiver or substitution does not conflict with minimum state requirements for awarding degrees.
5. The Committee minutes would reflect the Committee's decision and the specifics of the waiver/substitution.
6. Copies of SSC minutes will be forwarded to the Dean, Educational Programs for appropriate distribution including counselors and the DARS Degree Audit Technician.

¹ It is recommended that the Curriculum Advisory Committee (CAC) require that departments identify global/blanket substitution/waivers that are applicable to existing degree requirements at the time new program changes are approved if this procedure is not already in place and that such waivers/substitutions be part of the CAC record.