



INFORMATION COMPETENCY, AREA F GRADUATION REQUIREMENT PETITION

Received: _____

- INSTRUCTIONS and INFORMATION VISIT:** <http://sbcc.edu/student-services/information-competency/>
- SUBMIT PETITION:** Submit form and supporting documents to the SBCC Admissions & Records Office: SS- 110, by mail, by fax (805) 892-3664 or by email to prerequisites@sbcc.edu
- DECISIONS:** Processing time can take up to four weeks and all notifications and decisions are emailed to students' **SBCC Pipeline Email account**
- OFFICIAL TRANSCRIPTS REQUIRED:** MUST be sealed in envelope from sending institution or official transcripts can be sent directly to Admissions and Records Office by sending institution

OFFICIAL TRANSCRIPT(S) ONLY: if attached they MUST be sealed in envelope from sending institution or official transcripts can be sent directly to Admissions and Records Office by sending institution. To verify SBCC received your transcripts, please view your student records in your pipeline account, <http://sbcc.edu/admissions/files/IncomingTranscriptsReceived.pdf>

STUDENT INFORMATION: (please use black ink and print)

Date: ____/____/____

Student's Name: _____ SBCC ID#: K00 _____

Pipeline email: _____@pipeline.sbcc.edu

Degree information: SBCC Program of study: _____

Degree(s): AA AS CERT SCA DA *Example: Interior Design*
SBCC Catalog year: _____

Example: Fall 2008

GROUND(S) FOR PETITION:

OPTION 1: Substitution by reciprocity:

Course is approved at external transfer institution as satisfying Information Competency Graduation Requirement

Course & Number	Units	Grade	Term	School

OPTION 2: Collaboration of external coursework satisfies information Competency Requirement

MUST attach DETAILED course syllabus or course of study outline

Course & Number	Units	Grade	Term	School

OPTION 3: completed Bachelor's and/or Master's degree (Recency required - completed in last 6 years):

Degree: _____ **School:** _____ **Date Conferred:** _____

OFFICE USE ONLY:

Please review petition and supporting documents, sign decision area below and send to next reviewer:

1. Approved:

a. **Option 1:** ____ Substitution by RECIPROCITY

Course: _____ School: _____

b. **Option 2:** ____ Collaboration of coursework arrived to satisfy requirement

c. **Option 3:** ____ Bachelor's and/or Master's degree date received: _____

2. ____ Denied

Decision Notes: _____

Petition decision reviewed by: (Signature required)

Approved: ____ Denied: ____ Library Studies _____ Notes: _____

Approved: ____ Denied: ____ English Department _____ Notes: _____

Approved: ____ Denied: ____ Transcript Analyst _____ Notes: _____

Notes: _____

Final Decision: Approved: Denied: Need more info:

Need transcripts: Need Course outline:

Notes: _____

Student Notified: By: _____ Date: _____

Banner Entry Date: _____ Code: _____

DARS office: Date processed: _____ By: _____

Course Equivalent to SBCC LIBR 101

Course: _____ School: _____

Coursework Satisfies Area F only

Bachelor's/Master's Degree

Notes: _____