

COLLEGE OF HUMAN SCIENCE AND SERVICES
Scholastic Standing Committee
GENERAL EDUCATION COURSE SUBSTITUTION

*****Education Major MUST submit petition forms to
the College of Arts and Sciences, Dean's Office, Chafee 257*****

Name _____ Student ID# _____
Major(s) _____ Potential Graduation Date _____
Address _____
Street City State Zip
E-mail _____ Phone _____

PROCEDURE FOR STUDENT:

Use this form to petition non major-specific degree requirements including the substitution of a course that is not approved for General Education by the College of Human Science and Services

*** Education majors must submit petition forms to the College of Arts and Sciences***

- Attach a typed letter clearly stating the following:

CHANGE REQUESTED

Specify clearly the exact waiver, exception, substitution, or action you wish to have the Committee consider.

JUSTIFICATION FOR CHANGE

State the grounds on which your petition is based. Attach any supporting documentation.

- Meet with the Chair of the Department in which the **course being petitioned is taught** to request support of your petition. Additional documentation provided by the student's advisor and/or Chair of their major department is helpful but not required and can be attached to this form.

Chairperson's statement of support or non-support (attach letter if applicable): _____

I support this petition

I do not support this petition

Department chair's signature

Date

Students signature

Date

- Return completed form (with signatures) to the College of Human Science and Services, Dean's Office, Quinn 112. You will be notified of the committee's decision by mail.

Committee Action: **Approved** **Denied** **Date:** _____