

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

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

1. 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.

2. 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 Signature

Date

Comments: _____

___ **I support this petition**

___ **I do not support this petition**

3. Obtain signature of Department Chair in which **you are majoring in** and submit completed form to the HSS Dean's office, Quinn 112. You will be notified of the committee's decision by mail

Department Chair's Signature

Date

Student's Signature

Date

OFFICE USE ONLY

Committee Action ___ Approved

___ Denied

Date Received _____

Student Notified _____

12/4/07