COLLEGE OF HEALTH SCIENCES
Scholastic Standing Committee
GENERAL EDUCATION COURSE SUBSTITUTION

Name ___________________________ Student ID# ___________________________
Major ___________________________ Expected Graduation Date __________
Address ____________________________________________________________________

Street __________ City __________ State __________ Zip __________
E-mail ____________________________ Phone ____________________________

This form should be used to petition General Education requirements only. A curriculum modification form should be used to petition changes to a student’s major. Changes to a major requirement should be petitioned through the student’s advisor and/or Chair of their major department. This form is for petitioning non-major-specific degree requirements including the substitution of a course that is not approved for General Education by the College of Health 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 Health Sciences, Dean’s Office, Quinn 112. You will be notified of the committee’s decision by mail.

Committee Action: ☐ Approved ☐ Denied Date: _________

CHS 7.1.2016