

COLLEGE OF THE ENVIRONMENT AND LIFE SCIENCES
Scholastic Standing Committee
GENERAL EDUCATION COURSE SUBSTITUTION

Name _____ Student ID# _____
Degree(s)/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 the Environment and Life Sciences

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 statement of support or non-support for petition (attach letter if applicable):

I support this petition

I do not support this petition

3. Obtain signatures and submit completed petition form to the Office of Student Affairs in 130 CBLS. You will be notified of the Committee's decision.

Department Chair's Signature

Date

Student's Signature

Date

OFFICE USE ONLY	Date Received _____
Committee Action _____ Approved _____ Denied _____	Student Notified _____

Updated 9/2010