

College of Education Scholastic Standing Committee General Education Course Substitution

Committee Use Only: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____

Name: _____ Student ID: _____
Major: _____ Expected Grad Date: _____
Email: _____ 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. 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 Education.

- Attach a typed letter clearly stating the following:
 - **CHANGE REQUESTED** – clearly specify 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 from the student's advisor and/or Chair of their major is helpful but not required.

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: _____

Student's Signature: _____

Date: _____

Return completed form (with signatures) to the College of Education Dean's Office (Chafee 217). You will be notified of the committee's decision by email.