

Directions for students and faculty using this petition:

This petition is a request to substitute a course to fulfill a *general education requirement*.

Students:

Please read all instructions and fill out this form completely. If you are missing any piece of information (including an endorsement from a KU faculty member,) your petition will NOT be accepted.

This petition is to be used for CLAS general education requirements only. If you are a student in another school (Allied Health, Business, Engineering, Education, Journalism, Social Welfare) you should petition your school (even if it is a CLAS course).

Instructors:

Rarely should a course be approved “for this student only”. If you believe a course should only be substituted for the student petitioning, please explain why in the comment area in the space provided.

If you are substituting a course for a student’s major or for a B.S. degree, please use the Major Substitution Form, available in 109 Strong Hall or online.

This form should NOT be used...

- to petition a change in the evaluation of study abroad courses
- to petition major courses (this request should be directed to your major department)
- as a request for any B.S. degree requirement substitutions
- to petition general education requirements you do not wish to take

This form CAN be used for the following:

-To petition a course or a combination of courses from another school to count as a specific general education requirement for a B.A. or B.G.S degree.

Please include the following when submitting your petition:

1. A catalog course description of the course you are requesting to substitute,
2. A class syllabus, reading list or textbooks used and any other supporting documentation,
3. An endorsement from the KU department offering a similar course, and
4. A typed narrative explaining how the course fulfills the spirit of the general education requirement.

Please note:

For major course substitutions use the Major Substitution form at <http://www.ku.edu/~clasus/forms/>.

Courses taken at Community Colleges do not count as Junior/Senior credit at KU.

Students: please initial to indicate you have read and understand the guidelines for using this form _____

Name _____		KUID _____
Local Address _____	E-Mail _____	Phone _____
City, State Zip _____	Major(s) _____	BA BGS BS Circle degree(s).
Signature _____		Date _____

Check the General Education Requirement that you are petitioning to substitute:

- | | | | | |
|---|-----------------------------------|---|---|--|
| <input type="checkbox"/> ENGL 101 | <input type="checkbox"/> COMS 130 | <input type="checkbox"/> MATH 101 | Foreign Language | <input type="checkbox"/> Lab Science |
| <input type="checkbox"/> ENGL 102 | <input type="checkbox"/> PHIL 148 | <input type="checkbox"/> 2 nd MATH | <input type="checkbox"/> 1 <input type="checkbox"/> 2 | <input type="checkbox"/> Non-western culture |
| <input type="checkbox"/> 3 rd ENGL | | | <input type="checkbox"/> 3 <input type="checkbox"/> 4 | |

- | | | |
|-----------------------------|---|-----------------------------|
| Humanities | Natural Science/Math | Social Science |
| <input type="checkbox"/> HT | <input type="checkbox"/> NB <input type="checkbox"/> NM | <input type="checkbox"/> SC |
| <input type="checkbox"/> HL | <input type="checkbox"/> NE <input type="checkbox"/> NP | <input type="checkbox"/> SI |
| <input type="checkbox"/> HR | | <input type="checkbox"/> SF |

HWC 204
 HWC 205
Take syllabus to HWC Department.

Which course do you believe fulfills the requirement selected above?

Course title/number _____ Semester course completed: _____

If not a KU course, where was course completed: _____

(optional) Is course similar to a class that already fulfills the general education requirement? If so, what is it?

ENDORSEMENT/COMMENT BY DEPARTMENT REPRESENTATIVE

Should course listed above fulfill the general education requirement? Yes No
If **Yes**, please check one: This student only All students

Comments: _____

Print Name _____ Department _____

Signature _____ Phone _____ Date _____

FOR OFFICE USE

Approved: YES NO Date _____ Initials: _____ Date Student Notified _____

ARTS Note(s): _____ If for all students date Admissions emailed: _____
Semester: _____
Institution: _____ Attach copy of e-mail. _____