Guidelines and Checklist for Submitting General Education Petitions

Students: You are encouraged to complete petitions with your academic advisor present. If you wish to fill out some information beforehand, please read the guidelines and follow the checklist below.

Guidelines for petitions for General Education requirements:

- Include academic history (available via MyUTK) and syllabus with course description with each petition.
- Petitions must be reviewed and signed by an academic advisor before being submitted.
- Note what catalog year is being used. This is critical since the substitution is entered into DARS by catalog year.
- Transfer courses must be listed on the academic history before an approved petition can be entered into DARS.
- Petitions do not alter the transcript.
- ALL information on the petition must be completed. Petitions that are not completed (missing the catalog year, major, concentration, etc.) cannot be keyed into DARS.
- Please note: UTK courses that are not on list of designated General Education courses for the catalog year in which the course was taken will not be approved. See [http://web.utk.edu/~ucouncil/genedrequisite.html](http://web.utk.edu/~ucouncil/genedrequisite.html) for list of General Education courses according to catalog year or consult DARS for date ranges.
- Student and College Advising Center will be notified via UTK e-mail of the decision.

Checklist: Before submitting a petition, check that the following have been done:

- Is an academic history and syllabus with course description attached to the petition?
- Is ALL the information requested filled out?
- Is the full name of the course, as written on the academic history, included?

Once the above are done, the petition should go to an academic advisor or College advising center/office for required review.

Information for Academic Advisors:
Include your printed name and email, plus your signature and the date.
Check the box about whether the course involved is a milestone, if applicable.

See next page for the General Education Petition form.
GENERAL EDUCATION PETITION FORM
THE UNIVERSITY OF TENNESSEE
(Print or type)

Student: ____________________________ Major & Concentration: ____________________________
ID #: __________ Minor: ____________________________
College: ____________________________ Intended Graduation Date: ____________________________
Classification: ____________________________ UT E-mail Address: ____________________________
Cumulative GPA: ____________________________ @vols.utk.edu Phone Number: ____________________________
Catalog (year): ____________________________

Please check the General Education category for this request (only one category per request):

Broadened Perspectives

Arts & Humanities (AH)

Basic Skills

Quantitative Reasoning (QR)

Natural Sciences (NS)

Communicating through Writing (WC)

Lab ______ Non-Lab

____ 101 __________ Other WC

Social Sciences (SS)

____ 102

Cultures & Civilizations (CC)

____ Communicating Orally (OC)

To the General Education Committee:
I wish to have the following course(s) meet the General Education requirement:

Course Name/Number* Credit Hours Grade Where Taken (College/University)** Term & Year Taken

* Use course number or LD/UD from UTK academic history.
** UTK courses that are not on the list of designated General Education courses for the catalog year in which the course was taken will not be approved. See http://web.utk.edu/~w-council/genedrequirement.html for list of General Education courses according to catalog year or consult DARS for date ranges.

Rationale for request:

Academic advisor review and signature required. Include academic history and syllabus with course description. The General Education committee will not review the petition without this information.

Reviewed By:

_______________________________
Academic Advisor (Print name and email)

_______________________________ Date: __________

_______________________________
Academic Advisor (Signature)

Approved/Denied:

_______________________________ Date: __________

(Circle) General Education Committee Designee (Signature)

Committee Rationale:

Upon final approval copies are sent to: Student file; Office of the University Registrar-Original
Student and college will be notified via UTK e-mail of the decision.