

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/~ugcouncil/genedrequirement.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.

