

The University of Oklahoma
PETITION
For General Education Waiver or Substitution

Please allow this student to waive/substitute the following requirement(s) for their degree program:

Please provide the following information:

1. Submit a one page written justification for the request. (How does the course(s) completed fulfill the intent of the general education requirement? What circumstances led to this request?) Be specific, concise, and clear.
2. Include statements of support for this petition (from academic advisor, the course instructor, and the department chair/director) and a course syllabus.
3. Include student's name and Sooner ID# on the supporting documentation.
4. Return this form, explanatory pages, and supporting documentation to PACGEO, c/o Evans Hall 104 or email an electronic copy to gened-petitions@ou.edu Petition must be submitted by student's academic advisor. Provost's Office will notify academic advisor of the decision.

Student Name	Sooner ID#	Counselor's Name
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Student Address	Phone	Student College
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City	State	Zip
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Student's Signature	Date
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Counselor's Signature	Counselor's College	Date
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Action by the Provost's Advisory Committee for
General Education Oversight

Approved for this Student ONLY

Denied

Signature of Committee Chair

Decision Date

PETITION

For General Education Waiver or Substitution

Policy

An academic advisor, with the cooperation of the student, may request a waiver or substitution of general education requirements. This should be reserved for extenuating circumstances. In addition, for transfer courses over ten years old, a petition with all appropriate documentation should be submitted. This petition should also be submitted if a student has taken a course that was subsequently approved for general education.

Procedures

For a Waiver or Substitution: Include the following information: Petition form, letter from student explaining the request, a copy of the course syllabus, and statements expressing support for the student's request from the academic advisor, the instructor of the course, and the head of the department/school that offers the course.

For Transfer Courses Over Ten Years Old: A petition should contain the following information: Petition form, letter from student explaining the request, a copy of the course syllabus, and statements expressing support for the student's request from the academic advisor.

For a Course Subsequently Approved for General Education: Documentation for these requests should include the petition form, the course syllabus, and a statement from the instructor/department stating the course taken by the student was the same as the course approved for general education.

The Provost's Advisory Committee on General Education (PACGEO) may require additional documentation to support the waiver or substitution on a case-by-case basis.