

**Petition for Military Credit Course Substitution**

Is to be used by veteran students when requesting a substitution of a required course within any of the undergraduate curricula provided by the students declared College/Major. **It is the student's responsibility to prepare this petition themselves**; to obtain the necessary comments and signatures; attach the course syllabi and to sign and date at the bottom. Students should clearly understand that this petition may not be approved or that students may be asked to provide additional details or documentation before approval is granted. Students currently housed in the University Exploratory Studies Program (UESP) should wait until they have decided on and declared a major before pursuing a petition for course substitution. **Please complete all three sections of this petition.**

**Section 1**

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Email \_\_\_\_\_ Advisor \_\_\_\_\_

All documents listed below **MUST** accompany this petition.

1. Course syllabus (must contain a detail of the course content and approximate time expended on each content area, reading list, textbook utilized if appropriate)
2. Course catalog description (or similar succinct description from the course syllabus)
3. Copy of students unofficial transcript showing course number, term/semester taken, and grade earned.

Number and title of course for which a substitution/waiver is sought \_\_\_\_\_

Number, title, and grade earned of course already taken (to be used for substitution) \_\_\_\_\_

**Section 2**

JUSTIFICATION      Clearly summarize the reason for this request below *or attach a separate document.*

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Section 3**

Office use only:

**Signatures & Recommendations**, as needed (*emails may be attached in lieu of these*)

**\*Student's advisor \_\_\_\_\_ Approved? YES NO**  
**(See Primary Advisor as first point of contact. The primary advisor will indicate which additional signatures are needed).**

- Faculty \_\_\_\_\_ Approved? YES NO
- Departmental \_\_\_\_\_ Approved? YES NO
- Discipline Coordinator: \_\_\_\_\_ Approved? YES NO
- College Head Advisor: \_\_\_\_\_ Approved? YES NO

Final Decision Notes:

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Decision Emailed \_\_\_\_\_ Updated in MyDegrees? \_\_\_\_\_ Other action? \_\_\_\_\_

*Please return completed petitions to the Undergraduate Advising Office for your major.*