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.*