

Name: _____ Date: _____ UTC ID: _____

Petition for General Education Credit

UTC Records Office, 109 Race Hall
615 McCallie Avenue, Dept. 5155
Chattanooga, TN 37403
Ph: (423) 425-4416 Fax: (423) 425-2172

I. ADDITIONAL STUDENT INFORMATION

UTC Email: _____ Program: _____ Catalog Year: _____

II. EXPLANATION OF REQUEST (before completing, read "Petition Procedure," on page 2)

I am requesting _____ from _____
Course Department Code, Course Number, and Title Institution

satisfy General Education requirements in _____
General Education Category

Rationale (you may attach a separate page if necessary): _____

III. SUPPORTING MATERIALS

Please check the supporting materials that you have attached to this petition. Materials with an asterisk (*) are required.

◆ Current CAPP Sheet* ◆ Course description(s)* ◆ Course syllabus/syllabi* ◆ Expanded justification of request

IV. SIGNATURES

I request review of my petition and understand that all notifications regarding its status will be sent to my UTC Email account.

Student

Date

I have reviewed this petition and have evaluated it with respect to the plan for fulfilling general education requirements in the student's major. Course will also satisfy major and related requirements.

Department Head of Student's Program

Date

Approve _____ Deny _____ Refer to Committee _____

I have reviewed this petition and have evaluated it with respect to the course(s) satisfaction of a) appropriate transfer equivalency requirements and b) specific criteria (such as the writing requirement) for courses in the specified UTC general education category.

Department Head of Relevant Gen. Ed. course

Date

Approve _____ Deny* _____ Refer to Committee _____

Denials require explanation and reason for denial

Comments: _____

Note: The approval of both department heads is required for the petition to be granted. If either department head denies the petition, it may be appealed to the General Education Committee.

V. GENERAL EDUCATION COMMITTEE REVIEW

ACTION TAKEN: APPROVED _____ DENIED _____

Signature of Committee Chair

Date

Comments _____

PETITION PROCEDURE

This petition provides students the opportunity to receive credit towards a specific General Education requirement for two types of courses:

- courses taken at other institutions that appear to meet UTC's General Education standards but do not have an exact equivalency to UTC General Education courses; and
- in exceptional circumstances, courses taken at UTC that are not yet certified for General Education credit.

To request review of either type of course, students must follow the procedure stated below.

1. Complete this petition form.
2. Secure the required supporting documentation. **Each petition must include:**
 - current CAPP Sheet;
 - course description for each course (from the appropriate college catalog); and
 - course syllabus for each course (from your own records or the course instructor).

You may also attach an expanded justification of your request.

3. **Submit one (1) copy** of the petition form and attachments to your program department head, who will review the material and act upon the petition.

After acting on the petition, the program department head will forward the petition and its supporting documentation to the head of the relevant department for review and action. (For instance, a biology course would go to the Biology department head.) The petition will then be returned to the program department head.

OUTCOMES

- If the petition is approved by both department heads it will be forwarded by the program department head to the Records office and General Education credit will be given for the course(s). You will also receive an email indicating that the petition has been granted. **No further action is necessary.**
- If either department head refers the petition to the General Education Committee, the program department head will forward the petition to the Records Office. The Records Office will forward the petition and all supporting materials (including your academic record) to the General Education Committee for review and action. The General Education committee will then make the decision about granting the petition and you will be informed of the outcome via email.
- **If the petition is denied** by either or both of the department heads, you will receive an email indicating that the petition has been denied. You have the option of appealing the decision and asking the General Education Committee to grant the petition.

To file an appeal:

- a. Pick up the petition and its supporting documentation from the department head of your program.
- b. Take the petition and supporting documentation to the Records Office in 109 Race Hall. The Records Office will then forward the petition and all supporting materials (including your academic record) to the General Education Committee for review and action. After the General Education Committee has acted on the appeal, you will receive an email informing you of the outcome.

If you have questions regarding the completion of this form or the petition process, contact the Records Office at 425-4416.