

WHICH FORM SHOULD I SUBMIT?

THESE REQUIRE DEPT. APPROVAL
(and potential committee review)

GEN ED PETITION

Petition to use CLAS101 from **Other Institution** to satisfy UTC Gen Ed Requirement provided:

- Course **was not certified as Gen Ed at Other Institution**
- or -
- Course **was certified as Gen Ed at other institution** but in a category that does not match any UTC Gen Ed category

COURSE SUBSTITUTION

Requesting that CRSE 1020 from UTC be used in place of CRSE 1100 at UTC.

Requesting that CLA307 (*CRSE 3XXX at UTC*) transferred from Other Institution be used in place of CRSE 3600 at UTC.

Requesting that CRSE 2280 from UTC be used to satisfy _____ degree requirement *instead* of course(s) listed in catalog.

THESE DON'T REQUIRE DEPT. APPROVAL
(and are managed internally by O.U.R.)

MMD REVIEW REQUEST

A previously-approved petition has "fallen off" and needs to be reapplied in the correct place.

Credit hours in the General Elective block need review based on degree requirements and/or hours already earned.

A class needs to move from one eligible category to another eligible category.
This move is the "best fit" - It's already eligible in the catalog & will help satisfy other degree requirements.

GenEd attributes need review

- Course **was certified as Gen Ed at other institution** and has a comparable equivalent to Gen Ed at UTC
- Proof of GenEd at other institution must be attached

Other misc. issue that does not require dept. approval or involve catalog substitutions.