



**CLAS Degree Requirement Petition: PART I** (to be completed by student)

NAME	KUID
KU EMAIL BA    BGS    BS    BFA    BAE	PHONE
DEGREE (circle one)	MAJOR(s) and/or MINOR(s)

KU CORE: **This is not the correct petition form.** Fill out petition linked here: <http://kucore.ku.edu/petitions>

Re-Evaluation of Transfer Work: **This is not the correct petition form.** Fill out petition linked below.  
<http://www.admissions.ku.edu/transfer-requirements-deadlines/transfer-college-credits/review-appeals-process>

**Please indicate the category that best indicates the requirement you are petitioning:**

- BA Degree Specific Requirements (Fall 2013 or after)**
- ENGL 101, ENGL 102, or additional Core goal 2.1
  - Quantitative Literacy (course beyond MATH 101)
  - Non-English Language
  - Lab/Field Study

- BGS Degree Specific Requirements (Fall 2013 or after)**
- Career Preparation Course
  - Secondary Field of Academic Study

- BA & BGS CLAS General Education (prior to Fall 2013)**
- Written Communication
  - Quantitative Literacy
  - Argument & Reason
  - Principal Courses (circle HT, HL, HR, NB, NM, NP, SC, SI, and/or SF)
  - Western Civilization
  - Non-Western Culture
  - Foreign Language
  - Lab Science
  - JR/SR Concentration

- CLAS Degree Hours Requirement**
- Overall Hours\*
  - Junior/Senior Hours\*
  - Residency Hours\*
  - Major Hours (overall, jr/se or residency)
  - Minor Hours (overall, jr/se or residency)

- CLAS GPA Requirements**
- KU Cumulative Graduation GPA
  - Major JR/SR Graduation GPA
  - Minor KU Graduation GPA

- Other**
- BGS LA&S Degree Requirements

\*Will also need to be reviewed at the University level since the requirement is a University Requirement

If your request is regarding a specific course(s) please list below:

Department (ENGL)/Number (101)/Course title (Composition)	Semester course will be completed/was completed
---	---

(Optional) Do you feel that this course relates to a similar KU course? If so, what is it? \_\_\_\_\_

**A completed petition must have the following (please indicate below that you have attached required paperwork):**

- A typed narrative addressing the following; explanation of the request that communicates why an exception should be made and provides details about how the currently approved curriculum/policy will create a graduation hardship unique to you.
- Documentation that supports request (syllabus, graduation plan, proof of misadvising, etc.)
- Part II completed by Department Faculty Representative (see second page)

STUDENT'S SIGNATURE	DATE
---------------------	------

**(Form continued on the next page)**



**CLAS Degree Requirement Petition: PART II (to be completed by Department Faculty Representative)**

*Department support is part of the process to consider a request but it does not guarantee approval.*

Do you support the student's request for an exception to CLAS/University Curriculum/Policy? YES NO

Please explain why you approve or disapprove:

If request is directly related to a course in your department, would you support this request for all students? YES NO  
*Requests that are not supported for all students are less likely to be approved.*

Please explain why you approve or disapprove:

If there are additional comments or concerns please let us know below:

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
DEPARTMENT FACULTY REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE

\*\*\*\*\*

**FOR OFFICE USE**

Approved: YES NO Date: \_\_\_\_\_ Office Representative: \_\_\_\_\_

Date Student Notified: \_\_\_\_\_ If for all students, date system updated: \_\_\_\_\_

Additional information: