Petition for Exception Form Instructions

1. Complete personal and academic information for student (ID#, name, Kent e-mail address, phone contact, major/minor, catalog year, transfer school, etc.).

2. **KSU Required Course/Program Requirement:**
   - List department, course # and title for Kent State requirement
   - Equivalent can be a specific Kent State course (e.g.: PSYC 11762, MATH 11010).
   - Course can satisfy Core (Humanities, Social Sciences, etc.) and/or Diversity and that designation can be placed under KSU requirement. (Note: A transfer class cannot satisfy the University Writing Intensive or Experiential Learning Requirement.)
   - Another option is to apply course to a specific section of a major or minor requirement. In this case, that specific section can be listed under KSU requirement.

3. **Substituted or Transferred Course(s):**
   - List department and course number as it appears on GPS audit or student transcript.
   - For transfer classes, this number may often not match a Kent State equivalent (e.g.: ENG 1X003, PSYC 2X012, TRAN 3X001), and the original department and course number from previous institution must also be provided.
   - For transfer classes, students will provide a course syllabus or a course description.
   - For course substitutions, list Kent State class that will be allowed to fulfill a major, minor, or general requirement.

4. **Credit Hours** should match what is listed on GPS audit or student transcript.

5. **Apply to and Standard Equivalency:**
   - Please designate whether exception applies to Major or Minor.
   - "Other" can be used to designate classes to be applied to Kent Core or University Requirements.
   - If exception for a transfer class is to be applied for all students, please check "Standard Equivalency."

6. **Explanations/Comments lines** allow for further information if necessary.

7. **Required Signatures and Routing Instructions:**

   Course is in your College
   - Form to be initiated and signed by Faculty or Professional Advisor/Undergraduate Coordinator.
   - Form then sent to your College University Articulation Committee (UAC) Representative with course description or syllabus for transfer courses attached.
   - If approved, form is sent to GPS Office for processing, and student and primary advisor are then notified by e-mail.

   Course not in your College
   - Form to be initiated and signed by Faculty or Professional Advisor/Undergraduate Coordinator.
   - Form then sent to your College or Regional Campus UAC Representative with course description or syllabus for transfer courses.
   - If approved, form forwarded to UAC representative in College of course.
   - Form is reviewed by appropriate person in College.
   - If approved again, form is sent to GPS Office for processing and student and primary advisor are then notified by e-mail.

Petition for Exception to Undergraduate Program Requirements

The form is to be used by all advising units and campuses for any adjustment to a student's program. The advisors should initiate the form on behalf of the student and complete the following:

- Input the course subject, number and title of the required course at KSU, then enter the course subject, number and title of the course to be used in its place. If requirement is to be waived please explain in the explanation/comments box.
- Identify if the above action applies to the student's major, minor or other. A standard equivalency can only be determined by the University Articulation Committee (UAC) Representative reviewing course in their program areas or through the Articulation Review Committee.

Student Name: _____ KSU ID #: _____ Date Submitted: _____

KSU Email: _____ @kent.edu Phone #: _____ College: _____ Degree: _____

Major/Minor: _____ Concentration: _____ Catalog Year: _____ Transfer Institution*: _____

*attach Transferred Course Syllabus/Documentation

KSU Required Course/Program Requirement* *Please include title for Special Topic courses.	Credit Hours	Substituted or Transferred Course (Department, Course Subject, Course Number and Title) [1]If requirement is to be **WAIVED** please explain below	Credit Hours	Apply to:			Standard Equivalency?	Request Approved?	
				Major	**Minor**	**Other**		**Yes**	**No**
1.				☐	☐		☐	☐	☐
2.				☐	☐		☐	☐	☐
3.				☐	☐		☐	☐	☐
4.				☐	☐		☐	☐	☐
5.				☐	☐		☐	☐	☐

[1]Explanation/Comments: _____

Once forms are completed by the advisor, the form is to be sent to the appropriate UAC Representative for final approval. The form will be processed by the GPS office. The student's degree audit will be adjusted to reflect the adjustment, if approved. Students and advisors will be notified of the approval via email by GPS. Denials will be returned to the UAC Representative.

Professional or Faculty Advisor _____ _____ _____ @kent.edu _____
  (Print Name) Signature KSU Email Date

University Articulation Committee Representative _____ _____ _____ @kent.edu _____
  (Print Name) Signature KSU Email Date

Department Evaluator (if needed) _____ _____ _____ @kent.edu _____
  (Print Name) Signature KSU Email Date

2nd College/Campus UAC Representative (if needed) _____ _____ _____ @kent.edu _____
  (Print Name) Signature KSU Email Date

For GPS use only:

Degree Audit adjusted by: _____ Date: _____ Term: _____

Type of exception: _____ Transfer Center notified ☐

Description: _____

PLEASE NOTE: Student/College will be notified of results via KSU e-mail after request has been completed. Student/College notified: ☐