

PETITIONING FOR COURSE SUBSTITUTIONS FOR GENERAL EDUCATION REQUIREMENTS

Course substitutions will be considered on a limited basis:

- **Transfer students who may be behind in satisfying General Education and major requirements and have received UNC Chapel Hill credit for courses taken elsewhere that seem to meet the spirit of the General Education requirements**
- **Seniors who may not have time to take the appropriate course before graduation**
- **Requests must be for courses already taken or in which the student is currently enrolled**

All other students are expected to plan ahead and finish their requirements without substitutions. Requests to substitute credits gained By Examination (BE credits) or through work and life experiences that do not carry academic credit cannot be honored.

Course petitions also are not appropriate for transfer credits, unless you believe that the transferred course should fulfill a General Education requirement. If you have questions about transfer credit counting toward your major or minor, please discuss such courses with the director of undergraduate studies in the department in which the course is taught, or submit an online transfer re-evaluation request at <http://admissions.unc.edu/explore/academics/credit-for-outside-coursework/transfer-credit-evaluation-for-current-students/>.

Petitions cannot be reviewed in advance of a student's enrollment in the course. Students planning to graduate at the end of the term and requesting that a course in which they are currently enrolled fulfill a General Education requirement may submit a petition no earlier than the first day of classes of that term. All other students (non-graduating seniors and transfer students) may submit a petition for a course in which they are currently enrolled no earlier than the eighth week of the semester.

All applications must include the following information and supporting materials:

- Student's Name
PID Number
Course and Section Number
Term and Year Course was taken
Class Standing and Major
Cumulative Grade Point Average
Local Mailing Address
Telephone Number
E-mail Address
- A clear and concise statement outlining the substitution requested
- A copy of the syllabus (required) for the course that the student proposes as a substitute
- A thorough justification for the substitution requested and appropriate evidentiary materials supporting the student's request, e.g., a photocopy of the catalogue course description, exams, papers, etc.
- Student's signature, with date of signing

Although petitions cannot be submitted by email (unless the student is out of the country), they may be dropped off at 3018 Steele Building (third floor) or mailed to

JAMES THOMPSON, ASSOCIATE DEAN
OFFICE OF UNDERGRADUATE CURRICULA
COLLEGE OF ARTS AND SCIENCES
CB# 3504, 3018A STEELE BUILDING
UNIVERSITY OF NORTH CAROLINA
CHAPEL HILL, NC 27599-3504

Decisions are made within 15 working days, and students will be notified by email.