PART 1: CLAS Degree Requirement Petition *(to be completed by student)*

**NAME** | **KUID**
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**KU EMAIL** | **PHONE**
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**BA** | **BGS** | **BS** | **BFA** | **BAE**
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**DEGREE (circle one)** | **MAJOR(s) and/or MINOR(s)**
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**KU CORE:** *This is not the correct petition form.* Fill out petition linked below.
[http://kucore.ku.edu/petitions](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/sites/admissions.drupal.ku.edu/files/docs/Re-evaluationofTransferCreditForm.pdf](http://www.admissions.ku.edu/sites/admissions.drupal.ku.edu/files/docs/Re-evaluationofTransferCreditForm.pdf)

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

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

**CLAS Degree Hours Requirements**
- Overall Hours**
- Junior/Senior Hours**
- Residency Hours**
- CLAS Residency
- Major Hours (overall, jr/sr or residency)
- Minor Hours (overall, jr/sr or residency)

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

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

**Other**
- BGS LA&S degree requirements
- Incomplete Policy
- Departmental Honors
- Other

*Department approval must be for all students
**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
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(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**
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**DATE**
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*(Form continued on the next page)*
CLAS Degree Requirement Petition: PART II (to be completed by Department Faculty Representative)

___________________________________________________________   ______________________________
STUDENT NAME         STUDENT KUID

To confirm request from above, please briefly explain: __________________________________________________________

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

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FOR OFFICE USE

Approved:    YES   NO    Date:________________    Office Representative:_______________________________

Date Student Notified: _________________    If for all students, date system updated:________________________

Additional information: