



PETITION FOR SUBSTITUTION, WAIVER OR EXEMPTION

This petition requests a substitution, waiver or exception for:

- LAC/General Education Requirement
- Major Requirement
- University Requirement (see catalog for specific policy)
- Other

Return the completed form to the Academic Student Success Center, 011 Ramsey Library. Forms without the appropriate Department Chair/Program Director and Advisor signatures will not be accepted. Approvals for course substitutions or waivers will be noted on GradPlan, as appropriate. If petition is denied, student will be notified by e-mail.

Name _____ UNCA ID # _____

UNCA E-mail _____ Advisor _____

Major _____ Expected Graduation Date _____

REQUEST FOR COURSE SUBSTITUTION OR WAIVER
Attach additional documentation, if needed.

Requirement _____

Substitution _____ Institution Awarding Credit _____

Rationale _____

REQUEST FOR EXEMPTION FROM A POLICY OR NON-COURSE REQUIREMENT
Attach additional documentation, if needed.

Requirement _____

Rationale _____

Student Signature _____ Date _____

Department Chair/Program Director supporting this request:

Signature Department Date

Advisor supporting this request: _____
Signature Date

Received in OneStop by: _____ Date _____

Assistant Provost or Designee: _____ Approved ___ Denied ___ Date: _____

Approvals will be noted on GradPlan, as appropriate. If petition is denied, student will be notified by email.