



### 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 OneStop Student Services, 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.