

CURRICULUM PETITION

A curriculum petition is required when a student wishes to pursue an adjustment to an approved curriculum. Examples may include:

- Application of unused credits toward a GE or major requirement
- Application of general (G000.xx) or special (S000.xx) transfer credit to GE or major requirements
- Application of a credit toward a GE or major requirement for which it does not typically apply
- Substitution/replacement/modification of a requirement within the GE or degree or minor program

All curriculum petitions are reviewed on an individual case-by-case basis. Please note that material submitted to the Knowlton School will become property of Knowlton and WILL NOT be returned to the student. Make copies of submitted materials.

Deadline

Course petitions may be submitted at any time. A committee review may take up to 2-3 weeks. You will be notified by email of the result. If approved, your degree audit will be updated accordingly.

Student Instructions

A completed petition must include a typed personal statement describing the rationale for the petition as well as the details listed below. You must also include a course syllabus for the course taken, including courses from international institutions. Please contact your advisor if you have any questions about your petition or what is required.

Your course petition application should include the following:

- First and last name
- OSU ID#
- Name.#@osu.edu
- Major or minor
- The title, course number, and number of credits for the course you are petitioning
- Where and when you completed the course
- The requirement area or specific course for which you want the petitioned course to count
- Your reason for the petition. Please address how/why the petitioned course relates to or fulfills the intent of the required course that is being replaced and how the substitution will be beneficial to your major (or minor).
- Include a course syllabus that includes information about the course schedule, topics covered and textbooks used. Please indicate if this is the original syllabus and how you obtained the syllabus for this course. (Include URL(s) if they have been downloaded from University web sites).

Certification of Truth Statement: By my signature I affirm that the information I provided for transfer credit evaluation, and any other information that I have submitted in connection with the transfer credit evaluation process, is complete and accurate. I understand that submission of incomplete, inaccurate, or counterfeit materials is cause for severe academic ramifications which may include referral to the Committee on Academic Misconduct.

Student Signature: _____

Date: _____

Submit to 100 Knowlton Hall (Knowlton Student Services) during regular business hours.