

Guidelines and Checklist for Submitting General Education Petitions

Students: You are encouraged to complete petitions with your academic advisor present. If you wish to fill out some information beforehand, please read the guidelines and follow the checklist below.

Guidelines for petitions for General Education requirements:

Include academic history (available via MyUTK) and syllabus with course description with each petition.

Petitions must be reviewed and signed by an academic advisor before being submitted.

Note what catalog year is being used. This is critical since the substitution is entered into DARS by catalog year.

Transfer courses must be listed on the academic history before an approved petition can be entered into DARS.

Petitions do not alter the transcript.

ALL information on the petition must be completed. Petitions that are not completed (missing the catalog year, major, concentration, etc.) cannot be keyed into DARS.

Please note: UTK courses that are not on the list of designated General Education courses for the catalog year in which the course was taken will **not** be approved. See

<http://web.utk.edu/~ugcouncil/genedrequirement.html> for the list of General Education courses according to catalog year, or consult DARS for date ranges.

Student and College Advising Center will be notified via UTK e-mail of the decision.

Checklist

GENERAL EDUCATION PETITION FORM
THE UNIVERSITY OF TENNESSEE
(Print or type)

Student: _____

Major & Concentration: _____