

**THE OHIO STATE UNIVERSITY
COLLEGE OF HUMAN ECOLOGY
COURSE SUBSTITUTION PETITION**

After final action, a copy of the petition will be filed in the student's scheduling folder in room 201 CM Hall and if approved, it will be listed on degree audit (go to www.ureg.ohio-state.edu). Check status 7-10 days after you turn in the petition. If petition denied, you will be emailed.

Steps for completion of this petition:

1. Student discusses the request with academic adviser.
2. If a petition is needed, the student completes the information below and submits it to the adviser for signature.
3. For transfer credit, attach course description/syllabus from previous institution.
4. The adviser forwards the petition to the Department Chair (or Designee) for signature.
5. Department Chair/designee acts on the petition, and forwards it to the College Office in 201 CM for final action.

OSU E-mail address _____ Major Name _____
 Name _____ Program Year (upper right corner of program sheet in your scheduling folder) _____

SS# _____ Program/Option or Specialization (if there is one) _____

Local Phone _____ Expected Graduation Quarter/Year _____

I request that the following substitutions be made (If transferred, list previous university, course number, and OSU designation, e.g. general/special/technical):

SUBSTITUTE/REPLACEMENT COURSES: REQUIRED OR SELECT FROM COURSES:

<u>Department</u>	<u>Course #</u>	<u>Cr. Hrs.</u>	<u>To Count For</u>	<u>Department</u>	<u>Course #</u>	<u>Cr. Hrs.</u>	<u>Write in # of reasons</u> (See Back)

Student Comments: _____

Adviser Comments: _____

_____ Support
 _____ Do Not Support
 _____ Adviser Signature _____ Date

Department Chair or Designee Comments: _____

_____ Support
 _____ Do Not Support
 _____ Department Chair or Designee _____ Date

College Office
 Comments: _____

Final Action:
 _____ Approved
 _____ Not Approved
 _____ College Office Signature _____ Date

Petition for Change in Program Requirements.

Some reasons why petitioned courses merit approval are:

1. It is at a higher level and/or more rigorous.
2. It has the same type/level of prerequisites.
3. There is more for less, e.g., there are additional elective hours in the subject/content from other courses?
4. It is backed by strength/rigor in a similar content area elsewhere in the student's program.
5. It meets the spirit of the requirement, i.e., similar in area of study, content, rigor.

Some reasons that do not merit approval are:

1. Student has changed programs and wants courses from another program that is not related to the new program to count for the new program.
2. The student has been here for 3, 4, 5, 6 years and needs to graduate as soon as possible.
3. The student cannot afford to take more classes.
4. The student has decided to complete a program even though they do not plan to pursue a career in this area. Other courses will help with the new career goal but are not related this major.