

ESSENTIAL STUDIES COMMITTEE

Student Petition Form*

Be sure to follow the instructions on page 2 of this form. Attach additional sheets as necessary.

Please type or print legibly.

NAME _____ EMPL# _____

Address _____ Phone _____

Major _____ Expected Grad. Date** _____ Catalog year _____

What Essential Studies is involved in this petition? (Be precise)

What specific exception(s) are you requesting?

Explain why your request should be granted. Include how your reasons reflect UND's ES goals and philosophy (see the Academic Catalog and the ES committee website).

Required Signatures and Recommendations:

Recommend

Approval?

Date

Signature and typed or printed name

Student

PRINT NAME: _____

yes no

Academic Advisor

PRINT NAME: _____

yes no

Chair, dept. of academic major

PRINT NAME: _____

yes no

Dean, college of student's enrollment

PRINT NAME: _____

yes no

Chair, UND dept offering the course(s) involved (if applicable)

PRINT NAME: _____

Essential Studiess Committee Action

Approved Disapproved

***A complete current academic transcript must be attached to this form for consideration by the ES committee. In addition, please attach any additional documents that may support your request (e.g., course syllabus for a substitute course).**

**** If this is your final semester at UND, please explicitly explain why the need for the exception was not discovered until now.**

Essential Studies Committee
Policy Regarding Student Petitions

The Essential Studies Committee acknowledges that students occasionally have reason to ask for an exception to the University's requirements for general education. If you believe that you have a valid reason for such an exception, you may submit a petition to make your request. Your petition will be acted on by the ES Committee, and they will approve or disapprove.

In your petition, you may request substitution of a course(s) taken at a different college or university, substitution of a different UND course (which is not on the ES list in the catalog), or a waiver of the requirement.

Filing Instructions

- 1) Submit your petitions on the official ES petition form. (See ES Committee's web page under the Registrar's Office or stop by the Registrar's Office.)
- 2) In your petition, **clearly and specifically** identify the particular General Education Requirement involved, and give your reasons why you believe an exception is warranted. Please give **careful thought** to your reasons—relate them to UND's philosophy of General Education—and provide a full explanation for the exception that you are requesting.
- 3) The petition must originate with you, but it will require approval by several others—see below—before the ES Committee will act on it.

The following must appear on the petition:

- Your signature
 - The signature and recommendation of your major advisor;
 - The signature and recommendation of your department chairperson;
 - The signature and recommendation of the dean of your college; and
 - When your request involves a course outside your major department you will also need to obtain the signature and recommendation of the appropriate chairperson
- 4) Submit your petition, with attachments, to the Office of Admissions and Records. Attach information that will help the Committee understand your request (e.g., if you are petitioning to include a course from another college as a ES course, attach a detailed course outline or full syllabus for the course you propose to substitute).

The ES Committee's Procedures

When it reviews your petition, the Committee will use the following procedures (adopted by the University Senate, December 16, 1985):

1. The Essential Studies Committee will consider student petitions at several of its meetings each semester. At each meeting during which petitions will be considered, the Committee will consider all petitions filed four or more class days prior to the date of the meeting.
2. Following consideration of the petition by the Essential Studies Committee, a representative of the Registrar's Office will promptly notify you about the Committee's decision.
3. The Essential Studies Committee's denial of a petition should be considered final. However, you may resubmit your request one time under these circumstances: if you believe that the committee might have misunderstood the petition or if you can strengthen the petition with additional information or a fuller explanation. If you resubmit your petition, you must do so during the same semester in which the denial occurred or within 60 days, whichever is longer. The Essential Studies Committee will not consider more than one resubmission.

Most Common Reasons for Denial of Petitions

- ES Committee doesn't have enough information about a substitute course to make a judgment. *Solution: be sure to attach a course syllabus or similar information that describes the goals, activities, assignments, and evaluation system of the substitute course.*
- The student's reasons for the exception are not related to the purposes of general education at UND. *Solution: refer directly and specifically to the UND Catalog where the philosophy of general education is explained.*
- The main reason for the request appears to be that the student wants to graduate soon. *Solution: add reasons why the request fits within UND's philosophy of general education. Also, give specific evidence of any scheduling or advising obstacles that may have prevented you from taking the course(s) that would have fulfilled the requirement in the petition (Do not simply state that "I couldn't fit this course in my schedule due to conflicts...")*