Design Undergraduate Course Substitution Petition  
School of Architecture, Design & Planning

Design Committee for Student Issues | C/O Samantha Raines | Date Received ________

First and last name ___________________________ KU ID # ______________ Level ______________

Entered KU (term and year) ___________ Entered Design (term and year) ___________ Expected Date of Graduation ___________

Degree you are pursuing ______________________ Check Sheet (year) ______________

Telephone __________________________ Email address __________________________

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Fill out this section and attach a course description from a university catalog and/or a course syllabus.

I have enrolled in or have taken the following course:

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Number</th>
<th>Title</th>
<th>Credit hrs.</th>
<th>Term taken</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC</td>
<td>U</td>
<td>Psychology</td>
<td>(3)</td>
<td>Fall 2001</td>
<td>Acme State U.</td>
</tr>
</tbody>
</table>

I would like to substitute it for the following course requirement:

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Number</th>
<th>Title</th>
<th>Credit hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science</td>
<td></td>
<td></td>
<td>(3)</td>
</tr>
</tbody>
</table>

The substitution is part of: (Please check all that apply)

□ General Education Requirements
□ Major Requirements
□ Major in: ____________________________
□ Minor in: ____________________________

INSTRUCTIONS: In an attached document briefly describe what course you wish to have approved and give the rationale for your request. You may also attach additional information and supporting letters if necessary. It is your responsibility to obtain departmental and advisor recommendations on your petition.

Please indicate what materials you have attached:

□ Document of Explanation and Rationale (Required)
□ Syllabus from course you have taken (not @ KU)
□ Course catalog description for course you have taken (@ KU)
□ Support letters from Faculty or Advisor
Area Advisor’s Recommendation:
I have read this petition and APPROVE ____ DENY ____ this substitution

X ________________________________ Print name ______________________ Date __________
Signature

Office Use ONLY:

Committee Member’s Recommendation:
I have read this petition and APPROVE ____ DENY ____ this substitution

X ________________________________ Print name ______________________ Date __________
Signature

Committee Member’s Recommendation:
I have read this petition and APPROVE ____ DENY ____ this substitution

X ________________________________ Print name ______________________ Date __________
Signature

Committee Member OR Department Chair’s Recommendation:
I have read this petition and APPROVE ____ DENY ____ this substitution

X ________________________________ Print name ______________________ Date __________
Signature

Final Decision and Process of Notification: Date Notified _________
Committee APPROVED _____ DENIED _____ student’s request.

☐ Student notified via e-mail of decision
☐ Copy of e-mail printed and filed in student’s advising folder
☐ Note in student’s advising folder (on advising notes sheet and check sheet)
☐ Note in student’s K-You Portal
☐ Final Petition filed in student’s permanent file