

COURSE SUBSTITUTION REQUESTS FOR STUDENTS ENROLLED IN UNIVERSITY COLLEGE PROGRAMS

The University College is committed to supporting the curricular integrity of all academic programs, including the intent and spirit of General Education. In compliance with Faculty Senate 82-60 on Exceptions to Degree Requirements, following is the College's mechanism for reviewing and processing petitions for course substitutions and waiver of degree requirements.

The course substitution petition process enables students, with the support of program leaders, to satisfy curricular requirements by substituting course work taken at Penn State or elsewhere for required course work. Such accommodations may not undermine the intent of General Education nor the degree program.

Procedures for Filing Course Substitution Requests

1. Student and adviser complete the University College Course Substitution Request form.
 - For substitutions pertaining to General Education Degree Requirements, the adviser consults with campus DAA or designee for review. Petition is then forwarded with signatures, comments, and supporting documentation to: University College Records Office, 113 Old Main, University Park PA 16802.
 - For substitutions pertaining to Major Degree Requirements, the adviser consults with Campus Program Coordinator for review. Petition is then forwarded with signatures, comments, and supporting documentation to: University College Records Office, 113 Old Main, University Park PA 16802.
2. After the request has been approved by the Records Office and entered on the student's record, an e-mail confirmation will be sent to the advisor and the student.

Note: Students may be asked to provide catalogue course descriptions for course work completed at other institutions.