Petition to Take a General Education Course Off-Campus

I.D. # (on WildCard) ___________________________ Date __________________

Name ___________________________ Telephone ___________________________

Program Area ___________________________

Present Address ___________________________ City ___________ State _______

E-mail Address (Response to petition will be sent by e-mail) ___________________________

I hereby petition to take an off-campus general education course:

Name of Institution ___________________________________________________________

**Course Title_______________________________________  Course Number__________________

Please attach a statement that includes:

a) Reason(s) you wish to enroll for the off-campus course
b) Supporting materials (course description, syllabus, etc.)

Student Signature ___________________________ Date __________________

Advisor Signature ___________________________ Date __________________

If you are petitioning to waive a course, please use the “Petition to Waive a Course Form.”

** Please verify with Meg Kreuser, Certification Manager, whether or not the course you wish to take off-campus will count towards the deficiency.

_____ APPROVED  _____ DENIED  _____ OTHER

COMMENTS:

PROGRAM DIRECTOR’S SIGNATURE ___________________________ DATE ___________

The maximum number of deficiency courses that may be taken off-campus is two.

Petitions to take correspondence, on-line, or state-required subject area certification courses will not be approved.