WAYNE STATE
UNIVERSITY

GENERAL EDUCATION PETITION FORM

Created By: Marlena Frontera, Program Coordinator

THINGS TO REMEMBER BEFORE COMPLETING FORM

General education petitions are submitted by advisors only.

Disability Specialist in the Student Disability Services office can act as an advisor for the petition.

General Education exceptions are required to be processed through Provost Office.

- Submit **ONE** form per student. The form allows advisors to choose up to 8 gen ed requirements (add additional waivers in the reason box (pages 5-6, #6).

- Attachments: You may upload up to 5 attachments per form.
  - Submitting transfer course syllabi, copies of course descriptions, or direct links can expedite the process.

- Petition requests must be submitted through the form. Oral requests are not accepted.

- All information regarding the student's petition, including the decision regarding the waiver, is private information. Therefore, information about the waiver will not be given out over the phone.

IMPORTANT: All requests are one-time only waivers and they do not set precedent.

Any questions, email m.frontera@wayne.edu.

STEP-BY-STEP GUIDE

VISIT
https://provost.wayne.edu/
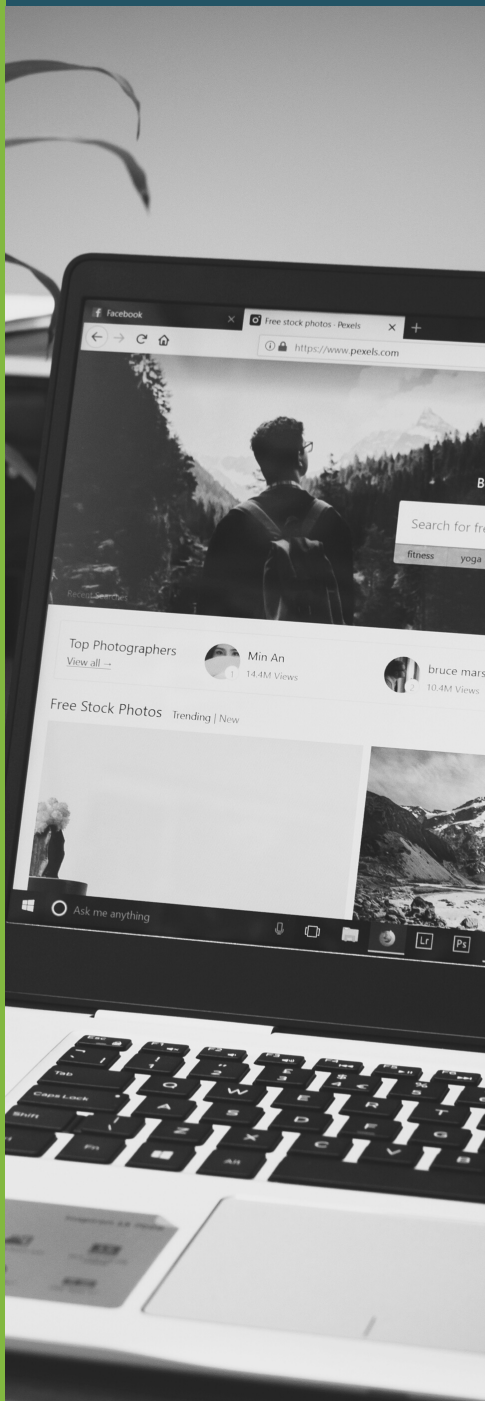## TO ACCESS FORM

1 *Click "Academic Program/Institutional Effectiveness"*

2 *Click "General Education Program" in the menu bar*

3 *Click "Testing, waivers, and substitutions" in the menu bar*

WAYNE STATE UNIVERSITY

WARRIOR STRONG

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Testing, Waivers, and Substitutions

Testing for General Education Courses

Wayne State provides support for students wishing to test out of a requirement.

Students who are interested in testing for General Education courses should contact their advisor and review the information on the Testing, Evaluation, and Research Services website.

1. General updates about testing during the coronavirus pandemic are posted at this link: https://testing.wayne.edu/testing/coronavirus
2. CLEP Testing alternatives are available from departments. Advisors will be asked to vouch for a student before they may register to take these exams. Students will contact them with a request to indicate to their departmental contact that they need to take a test for graduation or placement purposes this semester. Details are available at this link: https://testing.wayne.edu/creditbyexam
3. Information about new Math/Quantitative Experience testing options is available here: https://testing.wayne.edu/register/math-placement-exam.

Please email the Testing Office for questions at testing@wayne.edu.

Transfer students Who Have Not Met Michigan Transfer Agreement (MTA) Requirements

Wayne Experience (WE) will be automatically waived if a student transfers a minimum of 24 credits to WSU. Advanced Placement (AP) tests, International Baccalaureate (IB) tests, CLEP exams, High School Dual Enrollment and Early/Middle College do not count towards waiving WE.

STEP-BY-STEP GUIDE

4 *Read the entire page before proceeding to form.*

5 *Scroll to "General Education Petition" on the page.*

6 *Click the "General Education Petition Form" button.*

General Education Petition

The General Education Petition process is available for students who are seeking a waiver or substitution for a university-level General Education requirement.

Students may wish to seek a waiver or substitution for a General Education requirement if they feel that they have met the requirement in question through a rigorously documented alternative means. This can include transfer course substitutions that demonstrably and verifiably meet the learning outcomes for the requirement in question. Students should be aware that exceptions are rare.

In order to submit a waiver with regard to General Education Requirements, we recommend the following:

1. **Students:** Meet with either (a) an advisor to review the General Education Petition Form and discuss your case or (b) a Disability Specialist in the Student Disability Services office to discuss supporting documentation if you are a student registered with SDS or if you suspect you might have a disability that is relevant to this petition. If a disability pertinent to this petition can be documented, SDS will act as the advisor for this petition.
2. **Advisors:** Complete the form and attach all supporting documentation by following the link below. Advisors will inform the student of the disposition of the appeal by email. Please check the following site for updates in regards to new general education requirements: WSU New General Education Updates

Submit ONE form per student. The form allows advisors to choose up to 8 gen ed requirements (add additional waivers in the reason box below explanation).

Please combine* attachments into one file prior to uploading.

*If unable to combine attachments, please email the additional documents to m.frontera@wayne.edu and include the student's name.
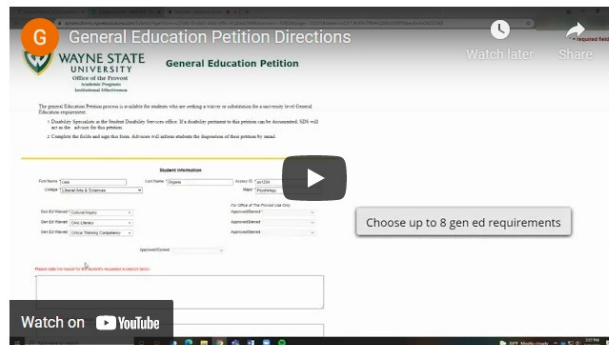
General Education Petition Form

*Attaching syllabi, copies of course descriptions, or direct links can expedite the process.

Additional Information for General Education Petition Forms

- Petition requests must be submitted through the form. Oral requests are not accepted.
- All information regarding the student's petition, including the decision regarding the waiver, is private information. Therefore, information about the waiver will not be given out over the phone.
- You can explore data via interactive visualizations for General Education Petitions

Please contact Marlena Frontera at 313-577-0167 or m.frontera@wayne.edu for questions.

7 *Complete all fields with the red *.
See next page for cooresponding info and tips.*

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* = required field

WAYNE STATE UNIVERSITY
Office of the Provost
Academic Programs
Institutional Effectiveness

General Education Petition

The general Education Petition process is available for students who are seeking a waiver or substitution for a university level General Education requirement.

1. Disability Specialists in the Student Disability Services office. If a disability pertinent to this petition can be documented, SDS will act as the advisor for this petition.

2. Complete the fields and sign this form. Advisors will inform students the disposition of their petition by email.

Student Information

First Name *

Last Name *

Access ID *

College * -- Please Select --

Major *

For Office of The Provost Use Only

Gen Ed Waived * -- Please Select --

Gen Ed Waived -- Please Select --

Approved/Denied *

Approved/Denied

Please state the reason for the student's requested exception below:

*

Please State Your Rationale below:

*

Attach Additional Documentation if needed [Choose File] No file chosen
Files over 25 MB will not be accepted

Submitted by:

Advisor's First Name *

Advisor's Last Name *

Advisor's Department *

Support/Don't Support * -- Please Select --

Advisors: You must select either "Support" or "Don't Support".

[Next]

FIELD DESCRIPTIONS

1 → *Fill in student's first name.*

2 → *Fill in student's last name.*

3 → *Fill in student's access id. (e.g. aa1234)*

4 → *Select student's School/College.*

5 → *Choose up to 8 gen ed requirements for review.*

6 → *State the reason for the request. Additional waivers can be added in this box.*

7 → *State the reason for support. You can add links to transfer information from other colleges here.*

8 → *Attach documents to support request. Syllabi are highly encouraged for transfer courses.*

9 → *Your name and access id will automatically populate.*

10 → *Add your department.*

11 → *Select "Support" or "Don't Support".*

12 → *Click "Next" to provide your digital signature and submission for review.*