CAN I USE THIS COURSE AS A HUMANITIES ELECTIVE?

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Any course used for general education undergoes an approval process which includes review by a faculty subcommittee of the UT General Education Committee, a subcommittee of the UT Undergraduate Council.

Students should review the General Education section of the undergraduate catalog. For the most recent catalog year, see http://catalog.utk.edu/ and select the General Education Requirement button in the left-hand navigation menu.

All students must follow the prescribed general education program as outlined in the Undergraduate Catalog under which they elect to graduate. The approved general education courses may vary slightly from year to year, as courses are revised and added or dropped from the approved lists. The DARS report is an effective tool to monitor progress towards completion of General Education Requirements.

UT General Education WC versus Writing Emphasis
The College of Arts and Sciences, as part of that college’s distribution requirements, has a "Writing emphasis course" requirement.
Writing emphasis courses meet the Arts and Sciences writing requirement ("require at least 2,000 words, normally comprising one sustained essay or report of at least 1,000 words plus additional writing assignments such as in-class essay exams, journals, book reviews, etc.").

Those courses identified in the catalog as writing emphasis courses are not equivalent to the UT General Education Communicating through Writing (WC) requirement. The courses that satisfy this requirement are listed in the UT General Education section in the front of the catalog and noted with a (WC) at the end of the course description.

A Master List of General Education Courses by year and category may be found at http://web.utk.edu/~ugcouncl/genedrequirement.shtml

Any requests for substitutions must be filed on the University General Education Petition form (page 6). Forms are sent to the Office of the Dean for review. If properly completed, the form and accompanying materials will be sent to the University Undergraduate Advisory Council’s General Education Committee for processing. The student will be notified via email of the decision made by the appropriate subcommittee. The signed petition is returned to the Office of the Dean for final processing.

Follow the University General Education Petition Process discussed in the next section and use the General Education Petition form that follows the discussion. UT General Education Petitions should be submitted within the first semester at UT. Waiting until the last semester can delay graduation.

**UT Guide to General Education and Petitions**

The University offers a petitioning procedure through which students can occasionally gain exceptions to the General Education curriculum.

*Who can petition a general education requirement?*

Courses have been approved in seven general areas within the General Education curriculum. Students must choose courses from the approved lists as stated in the University Catalog. If a student falls into one of the categories listed below, the advisor should determine if the course being considered for a petition meets the “spirit” of the specific General Education requirement. See the Statements of Purpose for each General Education category in the current UT Undergraduate Catalog. Occasional exceptions will be considered for the following situations.

**Transfer Students with Courses Completed Prior to Fall 2004**

Transfer students may petition courses that were completed at their previous institution prior to Fall 2004. Petitions must include the course syllabus. If the petition is requesting that the course be
considered for Communicating through Writing, the syllabus must clearly explain the amount of writing done in the course.

**Returning UT Students**

Returning students who were enrolled at UT prior to Fall 2004 and whose enrollment was interrupted may petition courses that previously fulfilled General Education requirements for their College using the UT General Education form.

**Students in New Majors that First Appear in the 2004-2005 Undergraduate Catalog**

Students in new majors that first appear in the 2004 UT catalog may petition courses that previously fulfilled General Education requirements for their College using the UT General Education form.

**2009-2010 Academic Year and Thereafter: Community College Transfers**

Transfer students with an Associate of Arts or Associate of Science degree will have general education requirements satisfied. Full details are found in the online Undergraduate Catalog at [http://catalog.utk.edu/content.php?catoid=1&navoid=13#admi_univ_tenn](http://catalog.utk.edu/content.php?catoid=1&navoid=13#admi_univ_tenn). Scroll down to the heading *Students Applying for Transfer with an Associate of Arts or Associate of Science Degree from Tennessee Board of Regents (TBR) Community Colleges.* All transfer students are still expected to meet all degree requirements.

**2009-2010 Academic Year and Thereafter: Regionally Accredited Senior Institutions**

Beginning fall semester 2009, a “student holding a bachelor’s degree from a regionally accredited institution of higher learning, who enrolls at...” UT,” intending to work toward a second bachelor’s degree, will be considered to have fulfilled the general education requirement...”¹ Petitions, using the college form, will be needed only to apply prior course work to the requirements in order to satisfy DARS. UT General Education Petitions will not be needed. Depending upon the specific major requirements, students may still be requested to complete specific courses which normally are also used to meet UT General Education Requirements (e.g., specific mathematics courses).

>A current UTK student should not petition a UTK course that doesn’t appear on the General Education List to be considered for General Education. These petitions are typically denied. They must select appropriate courses from the approved list.

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**Note:** While a course may be approved to meet a General Education requirement, it may not necessarily meet other degree requirements for the student’s College/program (for example, Econ

¹ From the 2009-2010 Undergraduate Catalog, [http://catalog.utk.edu/content.php?catoid=1&navoid=156#2nd_bachelors](http://catalog.utk.edu/content.php?catoid=1&navoid=156#2nd_bachelors)
**LD may be approved as a Social Science course but may not substitute for Econ 201 in Business Administration majors and minor.**

*Blanket Petitions* The following courses have been approved through blanket petitions to meet the General Education requirements. DARS will assign these courses to the appropriate General Education requirement if the department’s curriculum does not specify other courses used to meet the requirement.

**Individual petitions do not have to be submitted for these specific courses**

- Students who have completed and received a grade for Math 119, Math 201, and/or Math 130 will be allowed to use the completed Math course to meet a Quantitative Reasoning (QR) requirement IF the course was completed by September 1, 2004. For engineering programs implementing the new General Education requirements in 2005, September 1, 2005 will be the date.
- International students who did not complete US history in high school may satisfy the Cultures and Civilization requirement by completing History 221-222.

The DARS system will date range General Education courses so that we can determine whether or not a course met the General Education criteria at the time the course was taken. This will be especially important in regard to the Basic Skills Requirements (Communicating through Writing – WC, Communicating Orally – OC, and QR). The following Basic Skills courses must be taken Fall 2004 or later:

- All WC courses, with the exception of English courses and the Journalism and Electronic Media courses
- All OC courses, with the exception of Communications Studies 210 and 240 (formerly Speech Communications 210 and 240)
- Computer Science 100 and Interior Design 460 for the QR requirement

**Submitting a UT General Education Petition**

The student discusses with the academic advisor the specific courses s/he wishes to petition to fulfill General Education Requirements. The student must provide a copy of the course syllabus to accompany the petition. A petition is completed with the assistance of his/her advisor and obtains the signature of the advisor. The completed petition is sent to the Office of the Dean, 126 Morgan Hall.

1. Determine if the course meets the “spirit” of the General Education requirement. See the Statements of Purpose for each General Education category in the appropriate Undergraduate Catalog.

2. Only one General Education category may be addressed on a petition.
3. Properly complete all fields on the petition. **List the course as it appears on the academic history** (do not use the department or subject matter name and course number of the original institution).

4. A course description and a syllabus **must** be attached to the petition. If the course is old and the syllabus is not available, the student should provide as much information as possible to include, but not exclusively, the textbook name and author, homework assignments, tests, and other evidence of course work.

5. A rationale for the request **must** be included. Do not state that the course being petitioned is equivalent to a UT course. If it were equivalent, it would appear on the academic history with the UT discipline and number; if it were an approved general education course, it would be applied to the appropriate requirement by DARS.

6. Once reviewed by the advisor, s/he signs and dates the form.

7. The completed petition is sent to the Office of the Dean, 126 Morgan Hall. The Associate Dean reviews the petition for completeness, initials it if in agreement, and then forwards it to the UT General Education Committee for consideration.

8. The petition is forwarded to the appropriate subcommittee for review.

9. Once a decision is made, the student is notified and the petition is returned to the College.

10. If a petition is approved, the College will enter the information in DARS.

Do not use the UT General Education Petition form when substituting one approved course for another approved course, i.e., Biology 101-102 sequence for Biology 130-140 sequence. The two sequences are approved general education courses. The request goes on the CASNR Petition because you are requesting a substitution for a college or department requirement.

*Do not use the UT General Education Petition form to substitute one approved general education course for another approved general education course. Use the College petition for this.*
General Education Petition Form
UNIVERSITY OF TENNESSEE
(Please Print or type)

Student: ___________________________________________ Major & Concentration: ___________________________________________
ID #: ______________________________________________ Minor: __________________________________________________________
College: ___________________________________________ Classification: ___________________________ Intended Graduation Date: __________________
Cumulative GPA: ___________________________ UT Email Address: ______________________________________________________
Catalog (year): ___________________________ Phone Number: __________________________________________________________

Please check the General Education category for this request (only one category per request):

Broaden Perspectives

Arts & Humanities (AH)

Natural Sciences (NS)

Lab Non-Lab

Social Sciences (SS)

Cultures & Civilizations (CC)

Basic Skills

Quantitative Reasoning (QR)

Communicating through Writing (WC)

101 other WC

102

NOTE: “WC petitions attach an academic history

Communicating Orally (OC)

To the General Education Committee:

I wish to have the following course(s) meet the General Education requirement (Please include course information and outline your rationale for this request):

Course name/number* Credit hours Grade Where taken (College/University) Term & Year taken

Rationale for request:

Note: Petition must include a course description and a syllabus. The General Education committee will not review the petition without this information.

Reviewed By: ___________________________________________ Date: __________________________
Advisor

Approved/Denied: ___________________________________________ Date: __________________________
(circle) General Education Committee Designee

Committee Rationale:

*For transfer work, use course number or LD/UD from UT academic history.

Upon final approval copies are sent to: Student file; Office of the University Registrar-Original

Student takes the completed petition to the student’s College advising center/office.

Student will be notified via UT e-mail of the decision.

11/15/05