



SOUTHEASTERN UNIVERSITY, LAKE LAND, FLORIDA COURSE SUBSTITUTION/WAIVER PETITION FORM

GENERAL EDUCATION, SPECIALIZATION AND MAJOR REQUIREMENT SUBSTITUTION/WAIVER PETITION

I. GENERAL INFORMATION

COMPLETE SECTIONS I AND II (Students).

SUBMIT TO YOUR ASSIGNED ACADEMIC ADVISOR. ALL GENERAL EDUCATION COURSE SUBSTITUTIONS/WAIVERS REQUIRE THE APPROVAL OF THE ASSOCIATE DEAN OF ACADEMIC AFFAIRS. ALL SPECIALIZATION AND MAJOR COURSE SUBSTITUTIONS/WAIVERS REQUIRE THE APPROVAL OF THE APPROPRIATE COLLEGE DEAN OR DEPARTMENT CHAIR. **NOTE TO DEAN OF ARTS AND SCIENCES, COLLEGE DEANS AND DEPARTMENT CHAIRS:** *Please forward to the Office of Academic Advising after your review of each substitution/waiver petition.*

Name (Print): _____ Student ID No: _____
Last First Middle

Address: _____ Phone Number: _____

City: _____ State: _____ Zip: _____ Email Address: _____

Major: _____ Minor: _____

Total Number of Credit Hours Completed: _____

Expected Graduation Date:

- Fall 20_____
- Spring 20_____
- Summer 20_____

Specify the Term/Year of Your Acceptance to Southeastern University (General Education Program):

University Catalog: (Term _____ / _____ Year)
Fall/Spring Year

II. SUBSTITUTE COURSE REQUEST

PLEASE ATTACH A COURSE SYLLABUS AND COURSE DESCRIPTION.

A. General Education Area or Grouping (Example: Arts of Communication, Natural Science, Mathematics):

B. Substitute Course (List Course Code., Number., and Title): _____

Credit Hours Completed: _____ Substitute Course is Lower Division / Upper Division (circle one).

Please list Semester & Year Completed: _____ Final Grade in course: _____

Course completed at (College or University): _____

C. Reason for Request: _____

Date: _____ Signature: _____

III. UNIVERSITY ACTION		<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> No Action	<input type="checkbox"/> Decision Pending
Reviewed By: _____	Date: _____				
Comments: _____					

Date Received: _____	Dean or Department Chair Approval: _____	Student Notified on: _____			



SOUTHEASTERN UNIVERSITY, LAKE LAND, FLORIDA

COURSE SUBSTITUTION/WAIVER PETITION EMAIL

GENERAL EDUCATION, SPECIALIZATION AND MAJOR REQUIREMENT SUBSTITUTION/WAIVER PETITION

I. SUBMITTING COURSE SUBSTITUTION PETITION VIA EMAIL

USE THE FOLLOWING TEMPLATE AS A GUIDE WHEN SUBMITTING GENERAL EDUCATION, SPECIALIZATION AND MAJOR COURSE SUBSTITUTION/WAIVER PETITIONS VIA EMAIL. STUDENTS MUST FIRST SUBMIT THEIR COURSE SUBSTITUTION/WAIVER REQUEST TO HIS/HER ASSIGNED ACADEMIC ADVISOR. ALL GENERAL EDUCATION COURSE SUBSTITUTIONS/WAIVERS REQUIRE THE APPROVAL OF THE ASSOCIATE DEAN OF ACADEMIC AFFAIRS. ALL SPECIALIZATION AND MAJOR COURSE SUBSTITUTIONS/WAIVERS REQUIRE THE APPROVAL OF THE APPROPRIATE COLLEGE DEAN OR DEPARTMENT CHAIR.

II. GENERAL INFORMATION

WHEN SUBMITTING COURSE SUBSTITUTION PETITIONS VIA EMAIL, INCLUDE THE FOLLOWING INFORMATION IN YOUR REQUEST (Students).

- A. FIRST NAME & LAST NAME
- B. SEU ID NUMBER
- C. CONTACT INFORMATION (Email address or phone number you can be reached)
- D. DECLARED MAJOR(s) and/or MINOR(s)
- E. SPECIFY THE GENERAL EDUCATION CORE AREA or GROUPING (Example: Arts of Communication, Natural Science, Mathematics);
- F. LIST THE SUBSTITUTE COURSE CODE INFORMATION (Course Code., Number., and Title)
- G. INDICATE SEMESTER/TERM & YEAR SUBSTITUTE COURSE WAS COMPLETED (Fall, Spring, Summer and Year)
- H. INSTITUTION THE SUBSTITUTE COURSE WAS COMPLETE AT (College or University)
- I. REASON FOR REQUEST

IMPORTANT NOTE: *Provide a subject within the 'Subject' line of your email petition to identify the type of course substitution/waiver request you are submitting to your academic advisor (i.e. General Education Course Substitution Petition or Specialization/Major Course Substitution Petition). This procedure will aid your academic advisor, dean and department chair in processing your substitution request in a responsive timeframe.*

General Education Course Substitution Petition - Message

To: Ronnie A. Hurtt;
Subject: General Education Course Substitution Petition

Mr. Hurtt,

This is Danielle Steele (ID# 123456). I met with you last week. I'm currently declared as a B.S. Marketing major. During our advising meeting, we talked about the possibility of substituting my GOVT 200 - Constitutional Government and Free Enterprise (3 credit hours) for one of the courses required within the Historical Perspective Elective grouping

First Name, Middle Initial & Last Name: Danielle M. Steele
SEU ID Number: ID# 123456
Declared Major(s) and/or Minor(s): B.S. Marketing and Theatre Minor
List the substitute course code information and credit hours: GOVT 200 - Constitutional Government and Free Enterprise - 3 credit hours
Institution the substitute course was complete at (College or University): North Central State University
Reason for Request:

I'm petitioning for the course substitution consideration of GOVT 200 - Constitutional Government and Free Enterprise (3 credit hours) for one of the courses required within the Historical Perspective Elective grouping (United States Government or United States Constitution) within my general education core requirements. I am submitting my course substitution petition to you like we discussed. I completed the GOVT 200 course at North Central State University during my Spring 2004 term there.

Here's a copy of the course description from the class:

GOVT 200 - Constitutional Government and Free Enterprise - 3 credit hours

Diverse introduction to political and economic ideas, government institutions, free market processes, public issues, economic policy and political and economic activity, emphasizing the close relationship between a system with limited constitutional government and the free enterprise economy and providing an overview of the Christian world view with regard to government and economics.

Here's a direct link to the webpage, if need: <http://www.ncstuniv.edu/media/1209/2004-2005%20Undergrad%20Course%20Catalog%20.pdf> - page 130.

Please contact me when the Dean of Arts and Sciences has approved of the following course substitution. Hope you are having a wonderful day and thanks for everything!

Danielle Steele
ID Number: 123456

Ronnie Hurtt Jr.
Director of Academic Advising
Southeastern University
1000 Lonsfellow Blvd
Lakeland, FL 33801
863 667-5082
rahurtt@seuniversity.edu

Focus - Consistency - Discipline - Harmony - Analytical

CONFIDENTIALITY NOTICE: The information contained in this e-mail message is from the Office of Academic Advising at Southeastern University, and may be privileged, confidential, and/or