

Student Special Requests Points to Remember

1. Use the most current form available. Forms can be found on the web on the Academic Records page under "FAQ & Other Links" (<http://www.utm.edu/departments/registrar/faq.php>). Fill out the student special requests form completely and neatly.
2. Undergraduate student special requests must be submitted to Academic Records for review. Academic Records will forward any student requests that require Undergraduate Council action to Linda Arant.
3. Student Social Security Numbers must not appear on any documentation associated with student special requests.
4. Read the catalog to be sure that what is being requested is allowed or even necessary.
5. Request a course substitution only when the substituted course is similar to the course being replaced.
6. There is a difference in asking for a course to substitute for a particular course requirement and asking for a course to satisfy a requirement in a category (e.g., asking that a course satisfy the Biology 110 requirement versus asking that a course satisfy four hours of the "biological and physical systems" requirement). Be sure that you make the appropriate request.
7. When asking to use a course to satisfy a requirement in a category (for example, one of the categories in the general education requirements or one of the requirements for the Bachelor of Arts or the Bachelor of Science degrees), read the educational goals for that category to determine whether the course being submitted meets those educational goals.
8. When making requests involving specific courses, always include course descriptions (and a copy of the course syllabus, if available) from the college at which the course was taken and, if possible, from the catalog corresponding to the year in which the course was taken. Circle the course description on the document. (This is especially important if the course being substituted was taken at another institution.)
9. When requesting a substitution, the chair of the department that owns the course being replaced should sign the document to indicate support of the waiver or substitution.
10. When requesting a waiver of the 30 hour rule, include a copy of the CAPP report and be specific about the institution and the course that will be taken, and when the course will be taken.
11. Make sure that the catalog identified on the form is correct (this will be verified by Records). The catalog being used for graduation requirements can change the interpretation of the request.
12. Be present at the Undergraduate Council meeting in case there are any questions.
13. Put only one request on each form.

Failure to follow these guidelines could result in the Undergraduate Council either tabling or denying the request.