

## Undergraduate Student Special Requests Points to Remember

1. Use the most current form available. Forms can be found on the web on the Faculty Senate webpage under "Forms", then "Student Special Requests" (<http://www.utm.edu/departments/facsenate/forms.php>) or the Office of Academic Records webpage under "Forms, FAQ & Other Links" (<https://www.utm.edu/departments/registrar/faq.php>).
2. Fill out the form completely and neatly. Students UTM ID# should be utilized. Never use a student's social security number on the form.
3. 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. 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 the Faculty Senate Office (303 Administration).
4. Request a course substitution only when the substituted course is similar to the course being replaced.
5. 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.
6. 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.)
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 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.
9. Read the catalog to be sure that what is being requested is allowed or even necessary.
10. When requesting a substitution, the Department Chair that houses the required course being replaced should sign the document to indicate support of the waiver or substitution. This signature is optional, however, because Council members do not want to speculate, failure to include this optional departmental review/signature could cause requests to be tabled.
11. Undergraduate Student Special Request must be submitted to the Office of Academic Records for review. Forms that require Undergraduate Council action will be forwarded to the Faculty Senate Office Administrative Specialist, 303 Hall Moody Administration Building.
12. Be present at the Undergraduate Council meeting in case there are any questions.