

Petition Guidelines to Modify Miami Plan Requirements January 2005

Students requesting a modification in their Miami Plan requirements should submit a Petition to the Office of Liberal Education, 229 Culler. Petitions are reviewed by the University Director of Liberal Education. Denied petitions may be appealed to the Petitions Subcommittee of the University Liberal Education Council.

Petition forms and additional information about the Miami Plan can be obtained at www.muohio.edu/led or in the Office of Liberal Education. Inquiries should be directed to Miamiplan@muohio.edu or 529-7135.

What to submit with Petition: It is the student's responsibility to submit **ALL** of the following information with their petition. Incomplete petitions will be returned to the student.

1. Completed Petition Form – In Part II: Petition Request, list under “1” all courses and course numbers that you are requesting for substitutions in the Miami Plan. Complete the remaining information for each course.
 - Note that transfer courses that are not equivalent to an exact Miami course are listed on your DARS as “T” numbers (e.g. MTH T01 or HST T02); list them as such.
 - If you are requesting that your minor count for the Thematic Sequence, just write across the boxes in “1” that you are making this request and indicate your minor.In “2” indicate how many total hours you are petitioning for substitution in the Miami Plan. Finally, in “3” check the box for the Miami Plan category (Foundation, Thematic Sequence, Capstone) you are petitioning. For Thematic Sequences, enter the sequence number (e.g. MTH2, SOC1, etc.).
2. Obtain Signatures on Petition Form (Part III: Required Signatures) - Obtain the signatures of your academic advisor and the Chief Departmental Advisor (CDA) **in the department offering the course you are petitioning**. **BOTH** signatures are required. CDAs **MUST** indicate whether or not they support the petition and should include comments explaining why. Please note that these recommendations are only advisory and do not guarantee approval.
3. Attach An Up-To-Date Copy of Your DARS – Submit an up-to-date copy of your DARS with your petition request.
4. Include Letter of Explanation – Attach a letter from you explaining a) exactly what your petition request is and b) reasons justifying and supporting your request.
5. Attach Course Syllabus (Transfer Courses Only) – If you are petitioning a “T” number transfer course, a syllabus **MUST** be attached to your petition. A catalog course description is not sufficient. CDAs must review the syllabus.