

Miami University
Petition to Modify Miami Plan Requirements

Part I: Student Information

Date: _____ Banner ID # _____ Month/Year of Graduation _____

Circle one

Mr. Ms. **Student's Name:** _____
First Middle Last

Local Address: _____

Local Phone Number: _____ E-mail: _____

Total hours, including transfer credits, completed to-date: _____ Major _____

Part II: Petition Request

1. List all courses that you are requesting to modify the Miami Plan:

Course and NO.	Course Title	Semester Cr. Hrs.	Grade Earned	School where taken and location	Year/term Taken

2. Indicate how many hours are you petitioning for the Miami Plan in the courses listed above: _____

3. Indicate which area of the Miami Plan you are requesting the courses to modify:

- | | | |
|---|---|---|
| <p>FND I</p> <p><input type="checkbox"/> Composition</p> <p><input type="checkbox"/> Literature</p> <p>FND II</p> <p><input type="checkbox"/> Fine Arts</p> <p><input type="checkbox"/> Humanities</p> <p><input type="checkbox"/> Social Science</p> | <p>FND III</p> <p><input type="checkbox"/> US Cultures</p> <p><input type="checkbox"/> World Cultures</p> <p>FND IV</p> <p><input type="checkbox"/> Laboratory</p> <p><input type="checkbox"/> Biological Science</p> <p><input type="checkbox"/> Physical Science</p> <p>FND V</p> <p><input type="checkbox"/> MTH, F. Reason, Tech</p> | <p><input type="checkbox"/> First-Yr Seminar</p> <p><input type="checkbox"/> Historical Perspective</p> <p><input type="checkbox"/> Senior Capstone</p> <p><input type="checkbox"/> Thematic Sequence
Seq # _____</p> |
|---|---|---|

Part III: Required Signatures

Academic Advisor's Signature: _____ Date: _____

Please print name: _____

Signature of CDA FROM DEPARTMENT OFFERING COURSE:

_____ Date: _____

Please Print name: _____

- I support this petition*
- I do not support this petition*

*Comments (required; attach separate page if needed):

Office of Liberal Education only **COMMENTS:**

- APPROVED
- DENIED

University Director of Liberal Education: _____ Date: _____

Petition Guidelines to Modify Miami Plan Requirements

Students requesting a modification in their Miami Plan requirements should submit a Petition to the Office of Liberal Education, 229 Culler. Petitions will be considered by the Liberal Education Council Subcommittee on Petitions, and the student will be notified by mail.

What to submit with Petition: It is the student's responsibility to submit **ALL** of the following information by the deadline. Incomplete petitions will result in the petition not being considered or being denied.

1. Completed Petition Form – The student must complete all information on the Petition Form. Print all information in Part I: Student Information. In Part II: Petition Request, list under “A” all courses and course numbers that you are requesting for substitutions in the Miami Plan as they appear on your DARS. 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. In “B” indicate how many total hours you are petitioning for substitution in the Miami Plan. Finally, in “C” check the box for the Miami Plan category (Foundation, Thematic Sequence, Capstone) you are petitioning. For Thematic Sequences, enter the sequence number (e.g. MTH-2, SOC-1, etc.) and be sure the sequence is listed on your DARS.
2. Obtain Signatures on Petition Form (Part III: Required Signatures) Obtain the signatures of your academic advisor and the Department Chair (or designate) in the area of the course you are petitioning as a substitute. **BOTH** signatures are required. Department Chairs **MUST** indicate whether or not they support the petition and must include comments explaining **why**.
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. Department Chairs must review the syllabus.

If you have questions, please email the Liberal Education Office at Miamiplan@muohio.edu