

Petition for Exception

IMPORTANT! This petition form is for requesting exceptions to Commonwealth College requirements only. Decisions will have no bearing on University, College or Major requirements.

Last Name, First _____ Grad Month/Year _____ SPIRE ID _____

Commonwealth College Track: HN-COMMHLT (Honors) HN-CCDEPT (Departmental Honors) HN-CCINTD (Interdisciplinary Honors)

Major 1) _____ Major 2) _____

Local Phone (_____) _____ Cell Phone (_____) _____

Student E-Mail Address _____

Student Signature _____ Date _____

Describe your request in detail and attach supporting documentation and justification (see reverse side for instructions).

COURSE INSTRUCTOR:			
Please verify the student's statements above and indicate your support of this petition by signing below.			
Course Instructor Signature	Name (please print)	Dept	Date
DEPT. HONORS COORDINATOR – FOR PETITIONS RELATED TO THE ≥ 300-LEVEL HONORS COURSE REQUIREMENT:			
Is the above course considered ≥300-level in your department? Do you support the student's petition? If yes, please sign below.			
Dept. Honors Coordinator Signature	Name (please print)	Dept	Date
DEPT. HONORS COORDINATOR – FOR PETITIONS RELATED TO DEPARTMENTAL HONORS REQUIREMENTS:			
Is the above course acceptable as a Departmental Honors requirement? If yes, please sign below.			
Dept. Honors Coordinator Signature	Name (please print)	Dept	Date
COMMONWEALTH COLLEGE: The signature of a Commonwealth College advisor is required below for all exceptions requested by the student.			
<input type="checkbox"/> Request Approved (provided a grade of "B" or higher is earned). <input type="checkbox"/> Request Denied (Comments)			
Signature		Date	

Commonwealth College Petition for Exception

GENERAL INSTRUCTIONS AND GUIDELINES

This petition form is for requesting exceptions to Commonwealth College requirements only -- not University Gen Ed, College or Major requirements. Thorough supporting documentation (e.g., course title, number, syllabus, description, capacity, credits, grade and year) and justification must be included with each request.

Approved petitions are noted in the student's Commonwealth College file for honors graduation clearance purposes; they will not appear on the student's SPIRE Degree Progress Report.

A variety of non-honors courses may be petitioned for acceptance toward Commonwealth College requirements. In all cases the courses must be completed with a grade of "B" or higher.

Petitions related to departmental honors requirements must be reviewed by the department's Honors Coordinator and, if approved, require the Honors Coordinator's signature on the Petition form.

Non-honors courses which may be considered for Commonwealth College requirements via the petition process:

- **500-level courses:** to qualify for honors they must be 3-credits minimum and taught at the graduate level with graduate students enrolled (maximum of 25 students total). (**Note:** currently all **500-level Philosophy courses** at UMass Amherst are graduate-level courses and are pre-approved honors courses; they do not require a petition.)
- **Five-College courses:** to qualify for honors they must be academically rigorous (as demonstrated in the syllabus) and have a maximum enrollment of 25 students.
- **Study Abroad courses:** one course per semester abroad may be petitioned to count toward Commonwealth College requirements. To qualify, the course must be a minimum of 3credits with a grade of "B" or higher. Please attach a syllabus from the course or the school's website for our review.

FOR STUDENTS

It is your responsibility to submit appropriate documentation with your **Petition for Exception** request. This includes the required documentation noted above, faculty signatures (see sections below), and your own justification for the petition. Final approval of your petition will be verified in your Commonwealth College annual file review status letter or may be verified during a follow-up appointment with a Commonwealth College advisor.

FOR INSTRUCTORS

Your signature verifies a student's description of the course, including course enrollment size, syllabus requirements, rigors of class and associated assignments. Your signature supports the student's petition and assists Commonwealth College advisors in determining whether the course should be approved as an honors course substitution.

FOR HONORS COORDINATORS

Honors courses limit enrollment to 25 or fewer students and emphasize dialogue and collaboration between teachers and students, while providing opportunities for leadership and depth and breadth of inquiry. Course structure may integrate field research, secondary readings, oral presentations, group projects, and other types of enriched study. Creative approaches to research, interpretation, and presentation are encouraged and supported.

If you are unsure about course level or honors course equivalency for the course being petitioned on this form, please consult with your department's Chief Undergraduate Advisor or Chair, or contact the Commonwealth College office for further assistance: 413.545.2483.

Phone: (413) 545-2483 **Email:** advisor@comcol.umass.edu **Website:** www.comcol.umass.edu