

The School of Health and Rehabilitation Sciences

Curriculum Exception Petition Request

INSTRUCTIONS FOR STUDENT:

Decisions about whether to submit a curriculum exception petition should be made in consultation with the student's HRS advisor. If a student decides to pursue the request, the student must submit the following items to their HRS advisor in an email (.doc or .PDF preferred, .jpeg (pictures) will not be accepted).

Students must include all attachments in one email rather than sending multiple emails to their HRS advisor:

1. A typed letter (.doc or .PDF) explaining all requests of the petition in detail. Be precise and complete in your explanation. The statement must include:
 - ✓ A description of the request (e.g. use of a course as a general education course (GE), substitute a course for a required major course or prerequisite, use of a course in place of a required course).
 - ✓ A rationale for the request. This should reference such materials as the course descriptions, similarity in the content of a specific course taught at OSU based on the syllabus, mastery of the subject at a higher level than required, standard substitution allowed by another major at Ohio State, etc.
 - ✓ Explanation for why or how completing the standard curriculum would impede the student's progress toward degree. Students must explain in more detail how the course would be an issue more than just stating it would delay graduation.
2. Syllabus of the course the student is petitioning (.doc or .PDF).
3. The student's most recent degree audit report (.doc or .PDF) - for instructions on how to access a degree audit report [click here](#).
4. If applicable, attach any of the following documentation (.doc or .PDF):
 - a. minor form with proposed changes
 - b. letter of support from an OSU Department (example: email from Math department)
 - c. other documentation

The HRS Student Services Office will process petitions in the order that they are received. Once a decision has been made, students will receive an email to their osu.edu email address as well as a note will be posted to OnCourse. If the petition is approved, the student's advisor will post the appropriate exception(s) to the student's Degree Audit Report within 1-2 business days.

PLEASE NOTE:

- *Petitions submitted without required supporting documentation will be returned to the student without review until all required documentation is provided by the student.*
- *OSU courses that have not already been approved by the University as credit for a particular GE category are unlikely to be approved for use in a GE area (eg- study abroad courses).*
- *Pre-major Health Sciences students will not be able to submit petitions for core Health Sciences classes or major elective coursework until they are accepted into the Health Sciences major.*
- *If this Curriculum Exception Request is approved by HRS and a student would change their major to something outside of HRS, they may need to submit another exception request with their new college or school. We cannot guarantee other units on campus would approve the same course request.*