



**PETITION FOR COURSE SUBSTITUTION**

General Instructions

1. It is the student's responsibility to provide documentation of a comparable course taken for credit at another institution if he/she is seeking a waiver of academic requirements. Please attach all relevant documentation to this form. (a course syllabus is required).
2. Submit the completed form, along with documentation to the Rosen College of Hospitality Management, Office of Student Services in Suite 201. Petitions generally take 3 to 4 weeks for review. Once a decision has been reached, a notification will be sent to your knights email.
3. Course syllabus and requirements for courses offered by UCF's Rosen College of Hospitality Management are available at the School's office.

**Student Information**

Name: \_\_\_\_\_ PID: \_\_\_\_\_  
 Major: \_\_\_\_\_ Catalog Year: \_\_\_\_\_  
 Email: \_\_\_\_\_@knights.ucf.edu Phone # \_\_\_\_\_

**PETITION REQUEST**

Are you a transfer student?  Yes  No

Substitution of: \_\_\_\_\_ for (UCF Course) \_\_\_\_\_

Institution: \_\_\_\_\_

Text/Author: \_\_\_\_\_

Grade Received: \_\_\_\_\_ Term Taken: \_\_\_\_\_

Supporting Comments (attach course descriptions, syllabus and other appropriate information):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I am aware that approval of this petition could result in the need for additional upper level course credit hours to satisfy the Rosen College of Hospitality Management and/or the University's graduation requirements.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Petition is Supported

Comments: \_\_\_\_\_

Petition is NOT Supported

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Dean's Signature or Faculty Chair/Date

\*Input Date/Initial: \_\_\_\_\_

DISTRIBUTION: White – Academic Services  
Canary – Student Services