

## Instructions to Complete Form

1. Download Form
2. Fill in all information
3. Sign Form (Instructions below)
4. Save and email to **ag6461@wayne.edu** **OR**  
Click Submit and follow instructions to email via Outlook
5. Attach supporting documentation to email

## Signature Instructions - Adobe Reader DC

1. Open File
2. Click "More Tools" on right-hand side menu bar
3. **Click "Fill and Sign"**
4. Place mouse on appropriate signature line
5. Click "Sign" on top menu
6. Click "Add signature"
7. Once the window pops up, click "Draw"
8. Proceed to sign name
9. Click "Apply"
10. Place signature on desired line



## General Education Petition

The General Education Petition process is available for students who are seeking a waiver or substitution for a university level General Education requirement. In order to submit an appeal with regard to General Education Requirements, students must:

1. Meet with either (a) your advisor to review this form and discuss your case or (b) a Disability Specialist in the Student Disability Services office to discuss supporting documentation if you are a student registered with SDS or if you suspect you might have a disability that is relevant to this petition. If a disability pertinent to this petition can be documented, SDS will act as the advisor for this petition.
2. Complete the fields and sign this form with your advisor or Disability Specialist who will complete the form. Your advisor will inform you of the disposition of your appeal by mail or email.
3. **Advisors: Attach form and supporting documentation to email. Send email to [ag6461@wayne.edu](mailto:ag6461@wayne.edu)**

**PLEASE PRINT:**

Student Name:

ID No.:

College and Major:

WSU Email:

Please state the exception requested:

Please state the reason for your request (additional sheets may be added):

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

**PLEASE PRINT:**

Advisor's Name: \_\_\_\_\_

Advisor's Department: \_\_\_\_\_

Advisors Email: \_\_\_\_\_

Support

Don't Support

**Advisors: You must select either "Support" or "Don't Support" and attach rationale for your decision to the email.**

**NOTE:** Petition requests must be sent in through email with your signature (**please see page 1 on how to sign document**). Oral requests are not accepted. All information regarding your petition, including the decision regarding your appeal, is private information. Therefore, information about the appeal will not be given out over the phone.