

**COLLEGE OF CREATIVE ARTS AND MEDIA**  
**OPEN CREDIT AND COURSE SUBSTITUTION PETITION FOR GEF**

This petition form may be used to request the application of open credit transfer courses (designated as "000") or substitute WVU courses to GEF. Approval of this petition is not binding upon any other College or School of West Virginia University. All sections below **MUST BE COMPLETED** for your request to be considered.

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Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Mix e-mail address: \_\_\_\_\_ Major: \_\_\_\_\_

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

**Course number and title**

(as listed at the school where the course was taken):

**Where and when the course was taken:**

\_\_\_\_\_

\*You **MUST** attach a catalog description of the course (usually available on the college's website) and a syllabus is also preferred.

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**Requested application of the above course:**

NOTE: Equivalency of transfer courses to ENGL 101 and 102 is determined by the English Department (Colson Hall) and Math substitutions are determined by the Department of Mathematics (Armstrong Hall).

For use as a GEF: (NA = Not applicable. See note above.)

- NA GEF 1: Composition and Rhetoric (Contact English Department)
- GEF 2A/B: Science and Technology
  - Group A (science without lab)
  - Group B (lab science/must be 4 credits)
- NA GEF 3: Mathematics & Quantitative Skills (Contact Mathematics Department)
- GEF 4: Society & Connections
- GEF 5: Human Inquiry & the Past
- GEF 6: The Arts & Creativity
- GEF 7: Global Studies & Inquiry
- GEF 8: Focus

Justification of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

If you are requesting that a specific course count toward your major or minor, please see the advising unit in that department.

Send or deliver this form to:

Dr. Sandra Schwartz, Associate Dean of Academic Affairs (Sandra.Schwartz@mail.wvu.edu )

You or your advisor will be notified by email of the outcome of this request. Approved requests will be entered into DegreeWorks. If you are a pre-major, the approval may not be entered into DegreeWorks until you become a major.

\_\_\_\_\_ APPROVED      \_\_\_\_\_ NOT APPROVED

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

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_