

# WASHBURN UNIVERSITY

## GENERAL EDUCATION TRANSFER COURSE PETITION

(Available On-Line <http://www.washburn.edu/faculty-staff/faculty-resources/policies-forms/forms/gen-ed-transfer-petition.pdf>)

### PROCEDURE FOR PETITIONING FOR APPROVAL OF TRANSFER COURSES AS ACCEPTABLE FOR GENERAL EDUCATION

- A. This petition should be completed under the following conditions:
  - 1. The transfer course is not included in the sending institution's general education program and you believe it may meet the spirit and intent of Washburn University's general education program. (*Note: Courses completed at a college or university accredited by one of the six regional accrediting organizations which have been designated by the sending institution as general education courses will transfer to Washburn University as courses within the appropriate general education distribution area and, therefore, no petition is required.*)
  - 2. The transfer course is from a technical college or institute accredited by one of the six regional accrediting organizations.
- B. The petition should be completed and submitted as soon as possible but no later than two semesters after transferring to Washburn University.
- C. Petitions may be submitted at any time during the year.
- D. Submit this completed petition to your academic advisor for forwarding to the Office of Academic Affairs.
- E. You will be notified of the General Education Committee's decisions within a few weeks (depending on the time of year the petition is submitted).

### GENERAL EDUCATION REQUIREMENT OVERVIEW

A course will count for General Education **only if** it meets each of the following requirements:

- 1. It requires the **development of one of the approved student learning outcomes** and bases a substantial portion (typically at least 30%) of the final course grade on the specified student learning outcome.
- 2. The **primary content** of the course focuses on introducing students to ways of knowing, integrative knowledge, appreciation of historical context, common themes of human experience, social responsibility, analytical reasoning, civic engagement, or the development of practical skills and reflective habits of mind.

Prior to completing this petition, please consult the Washburn University Catalog for a more complete description of the general education statement approved by the University faculty.

**GENERAL EDUCATION**  
**TRANSFER COURSE APPROVAL PETITION**

***STUDENT INFORMATION***

STUDENT NAME: \_\_\_\_\_ WIN: \_\_\_\_\_  
STUDENT ADDRESS: \_\_\_\_\_  
STUDENT CITY/STATE/ZIP: \_\_\_\_\_  
STUDENT PHONE NUMBER: \_\_\_\_\_  
WASHBURN E-MAIL ADDRESS: \_\_\_\_\_ PERSONAL E-MAIL \_\_\_\_\_  
MAJOR DEPARTMENT (If Applicable): \_\_\_\_\_ ACADEMIC ADVISOR: \_\_\_\_\_

STUDENT LEARNING OUTCOMES (Refer to the University Catalog for Complete Definitions)

1. Communication (COM)
2. Quantitative and Scientific Reasoning and Literacy (QSR)
3. Information Literacy and Technology (ILT)
4. Critical and Creative Thinking (CCT)
5. Global Citizenship, Ethics, and Diversity (GED)

**Distribution Grouping Codes:**

KSCN – Communication  
KSNS – Natural and Physical Sciences  
KSHU – Arts and Humanities  
KSSS – Social and Behavioral Sciences  
KSIB – Inclusion & Belonging  
KSSR – Scientific Reasoning and Literacy

***TRANSFER COURSE INFORMATION***

*(All information must be provided in order to be processed)*

University	City/ State	Sem/ Year (e.g., Fall 2012)	Dept	Transfer Course Number	Transfer Course Title	Credit Hours Earned	Distrib Grouping -Choose 1 (GEHU/ GECPA/ GENS/ GESS)	Univ SLO- Choose 1 (COM/QSR/ ILT/CCT/ GED)

**ATTACH THE CATALOG DESCRIPTION AND COURSE SYLLABUS FOR EACH COURSE LISTED IN THE TABLE.**

**I have reviewed this student's petition for completeness and accuracy.**

\_\_\_\_\_  
Academic Advisor (Print)                      Academic Advisor (Signature)                      Date of Submission  
*Academic Advisor: Please submit the completed form and attachments to the Provost's Office for forwarding to the appropriate reviewer.*