

Navigating to the Curriculum Petition Form:

MYSLICE

E-FORMS

REGISTRAR

CURRICULUM PETITION

Step 1 : Choose Your Petition Topic

- **Major/Program Required Course Exception**

Example: Allow SMC 345 to substitute JNL 345

- **Major/Program Track/Elective Course Exception**

Example: Allow TRF 530 Popular Culture Studies to count as an experiential elective course in the Sport track

- **Liberal Arts Newhouse Core Request**

Example: Allow SOC 319 to count towards Additional Skills

- **Other**

Example: To increase semester credit load from 19 credits to 21 credits

Newhouse Petition

Select Curriculum Petition Topic: *

Step 2: Enter All Course Information

Example: TRF 205 Principles and Practices of TRF

PRO TIP: Copy/paste from the course catalog

Course Information

Enter the course information for the elective course you are petitioning:

Course Subject * Course Number * Course Title *

Course Description *

You may search the course descriptions in the course catalog, here: <http://coursecatalog.syr.edu/>

Step 3: Submit Request with Course-Based Justification

- Support your answer by clearly connecting it to concepts from the course.
- Avoid personal opinions

Petition Request & Justification/Reasoning

Please include justification as to why you are petitioning. Be sure to outline specifically how this course will enhance your academics and/or career. Your petition may be denied if you do not provide adequate justification.

**In the box below, state:

(1) Which track/elective requirement you are petitioning to replace, and

(2) Why you believe this is an acceptable substitution.

I respectfully petition to: *

Step 4: Upload Supporting Documentation

Examples:

- Course syllabus
- Email correspondence with the faculty/department chair, other University personnel

Supporting Documentation (Optional as needed)

Acceptable file formats for attachments are PDF, TIFF, JPEG

Curriculum Petition Supporting Documentation

Attach Supporting Documentation

Step 5: Submit

You'll receive an email when your petition is approved, denied, or requires additional information.



This form **CANNOT** be used for:

- Minors
- Non-Newhouse Majors (excluding iSchool)
- Internships
- Independent Study
- Waitlist Requests
- Transfer Credit

