

Volunteer Core Petition: Guidelines and Checklist

Students are encouraged to complete Volunteer Core petition forms with their academic advisor present. To partially complete the form before meeting with your advisor, please follow these guidelines and use the checklist below.

Guidelines:

- With each petition, include a copy of your academic history (available through MyUTK) and a copy of the syllabus (with course description) for the course you are petitioning.
- Petitions must be reviewed and signed by an academic advisor before being submitted.
- Indicate which catalog year you are using. This is critical because petitions are entered into DARS by catalog year.
- Petitions that are not complete cannot be entered into DARS.
- Transfer courses must be listed on a student's UTK academic history before an approved petition can be entered into DARS.
- UTK courses will not be approved if the course is not on the list of designated Volunteer Core courses for the year in which the course was taken. The list of designated Volunteer Core courses is available at <http://provost.utk.edu/volunteer-core/>. Consult DARS for date ranges.
- The student and their College Advising Center will be notified of the decision by UTK email.
- Approved petitions do not alter a student's transcript and do not waive prerequisites for registration purposes.

Checklist:

Before submitting your petition to your academic advisor for review, be sure that you have done the following.

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| <input type="checkbox"/> | Your academic history is attached. |
| <input type="checkbox"/> | The syllabus (with course description) for the course you are petitioning is attached. |
| <input type="checkbox"/> | The petition is completely filled out. |
| <input type="checkbox"/> | The full title of the course, as it appears on your academic history, is listed. |

Volunteer Core Petition (catalog years 2022-23 and later) 4/2022

Student name:	<input type="text"/>
Student ID# (000XXXXXX):	<input type="text"/>
College:	<input type="text"/>
Classification:	<input type="text"/>
Cumulative GPA:	<input type="text"/>
Catalog Year:	<input type="text"/>
Major & Concentration:	<input type="text"/>
2nd major(s), minor(s), etc.:	<input type="text"/>
Intended Graduation Term:	<input type="text"/>
UTK Email Address:	<input type="text"/>

Please check the Volunteer Core category for this request. Please select only one category.

- | | | |
|---|--|--|
| <input type="radio"/> Applied Arts & Humanities | <input type="radio"/> Natural Sciences with Lab* | <input type="radio"/> ENGL 101 FYC |
| <input type="radio"/> Arts & Humanities | <input type="radio"/> Natural Sciences without Lab | <input type="radio"/> ENGL 102 FYC |
| <input type="radio"/> Global Citizenship Int'l | <input type="radio"/> Social Sciences | <input type="radio"/> Written Communication (WC) |
| <input type="radio"/> Global Citizenship US | <input type="radio"/> Quantitative Reasoning | <input type="radio"/> Oral Communication (OC) |
| | | <input type="radio"/> Applied Oral Comm (AOC) |
| | | <input type="radio"/> Engaged Inquiries |

*If the lecture and lab were taught as two separate courses, list the lecture course below and give the number of the lab course in the Rationale on the next page. Remember to attach both the lecture syllabus and the lab syllabus!

I wish to have the following course meet the Volunteer Core requirement listed above.

Subject Name & Number**	Credit Hrs	Grade	Institution Where Taken (not UTK)***	Term & Year Taken
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Full course title:**	<input type="text"/>
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**Use course number (or LD/UD) and full course title from UTK academic history.

***UTK courses that are not on the designated Volunteer Core list for the catalog year in which the course was taken will not be approved. See <http://provost.utk.edu/volunteer-core/> for approved UTK courses and consult DARS for date ranges.

Rationale for request:

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With this form, please also submit your academic history and the syllabus (including course description) for the course you are petitioning. No petitions will be reviewed without this information.

Your academic advisor's review and signature are also required:

Name of academic advisor:	<input type="text"/>
Email address of academic advisor:	<input type="text"/>
Signature of academic advisor:	<input type="text"/>
Date (MM/DD/YY, numbers only):	<input type="text"/>

Advisor use only: Is this a uTrack milestone course?	<input type="radio"/> Yes	<input type="radio"/> No
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Volunteer Core Committee review:

<input type="radio"/> Approved	<input type="radio"/> Denied
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Name of reviewer:	<input type="text"/>
Signature of reviewer:	<input type="text"/>
Date (MM/DD/YY, numbers only):	<input type="text"/>

Rationale for decision:

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