

Guidelines to Modify Miami Plan Foundation Requirements

- ❑ **Form** – Complete the Petition to Modify Miami Plan Foundation Requirements Form. List all courses you are requesting for substitutions in the Miami Plan - use the Miami course numbers from your Degree Audit Report (DAR). Note: transfer courses that are not equivalent to an exact Miami course are listed on your DAR as “T” numbers (e.g. MTH T01 or HST T02); list them as such. Indicate how many total hours you are petitioning for substitution in the Miami Plan. Finally, check the box for the Miami Plan category (Foundation, Thematic Sequence, Capstone) you are petitioning. For Thematic Sequences, enter the sequence number (e.g. MTH2, SOC1, etc).
- ❑ **Signatures** – Obtain the signatures of your Academic Advisor and the Chief Departmental Advisor (CDA) in the area of the course you are petitioning. For a Thematic Sequence, the CDA of the department that houses the sequence should sign. *Both signatures are required.* CDAs must indicate whether or not they support the petition and include explanation. If no comments are listed (or letter attached), the petition is considered incomplete.
- ❑ **Degree Audit Report (DAR)** – Attach a current DAR with your form. Please be sure to print the detailed version of your DAR that lists which courses are meeting requirements.
- ❑ **Statement of Explanation** – Attach a statement/letter explaining a.) exactly what your petition request is and b.) why you feel this course meets the spirit of the Miami Plan and the four Miami Plan Principles, or why the course(s) fits your Thematic Sequence. For petitions concerning Foundations, please consult descriptions at <http://miamioh.edu/liberal-ed/faculty-staff/fnd-cat-descr.html>. For petitions regarding Global courses, the course must meet the goal related to communication across linguistic and cultural differences and at least two of the other 5 goals.
- ❑ **Attach Course Syllabus (Transfer Courses Only)** – If you are petitioning a “T” number transfer course, a syllabus *must* be attached to your petition. A catalog course description is not sufficient. The Chief Departmental Advisor must review the syllabus before supporting your petition.
- ❑ **Liberal Education Approval** – Submit completed packet to the Office of Liberal Education, 313 Laws Hall. You may also email your proposal to miamiplan@MiamiOH.edu, or fax it to (513) 529-5033. Be sure to have all information together when you turn in your proposal. *Incomplete proposals will not be reviewed until complete.* You will receive notification of the decision via e-mail within 7-10 business days.

Petition to Modify Miami Plan Requirements Form

Date: _____ Banner ID #: _____ Month/Year of Graduation: _____

Name: _____

First

Middle

Last

E-mail: _____

Earned Hours (including transfer credits): _____ Major: _____

List all courses that you are requesting to modify the Miami Plan:

Course or T-Number	Course Title	Credit Hours	Grade	School where completed	Year/Term Completed

Indicate how many hours are you petitioning in the courses listed above: _____

Indicate which area of the Miami Plan you are requesting the courses to modify:

FND I

- Composition
- Literature

FND III (Former Miami Plan)

- US Cultures
- World Cultures

FND III (Global Miami Plan)

- Study Abroad
- Global Course

FND II

- Fine Arts
- Humanities
- Social Science

FND IV

- Laboratory
- Biological Science
- Physical Science
- Senior Capstone
- Thematic Sequence
- Seq # _____
- First-Yr Seminar
- Historical Perspective
- Cultures (Global MP)

FND V

- Mathematics, Formal Reasoning, Technology

Required Signatures:

Academic Advisor: _____ Date: _____

Please print name: _____

Chief Departmental Advisor: _____ Date: _____

Please print name (and check box below): _____

- I support this petition
- I do not support this petition

*CDA Comments (**REQUIRED**; attach separate page if needed):

Director of Liberal Education: _____ Date: _____

- Approved
- Denied

Comments: