

**Graduation Composition and Communication Requirement (GCCR)  
GCCR SUBSTITUTION REQUEST FORM**

**Summary Instructions:** See the associated *GCCR Substitution Request Form Instructions* for more detailed help. Please Review Senate Rule 5.4.3.1. The DUS (or Chair) for the petitioning program should be the attesting official. Please fill out each section of this form, and acquire the approval of the GCCR providing program, if not the home program. Please note that GCCR substitutions are handled on a case-by-case basis. If approved, a copy of the approval shall be placed in the student's file and processed in the degree audit (myuk gps).

**I. General Information:**

College: _____	Department (Full name): _____		
Major Name (full name): _____	Degree Title: _____		
Formal Option(s), if any: _____	Specialty Field w/in Formal Options, if any: _____		
Petitioner: _____	Phone: _____	Email: _____	
Student Name: _____	Student ID: _____	Email: _____	

**II. Parameters of the Graduation Composition and Communication Requirement (GCCR):**

As outlined in draft Senate Rule 5.4.3.1, the GCCR stipulates that students must successfully complete this requirement after achieving sophomore status and prior to graduation. To satisfy the GCCR, students must earn an average grade of C or better on the designated Composition and Communication (C&C) intensive assignments produced in any given course designated as fulfilling some or all of the GCCR. The requirements for GCCR courses include:

- at least 4500 words of English composition (approximately 15 pages total over 1 or multiple assignments);
- a formal oral assignment *or* a visual assignment;
- an assignment demonstrating information literacy in the discipline;
- a draft/feedback/revision process on GCCR assignments.

The program requirements for the GCCR include:

- at least one specific Program Student Learning Outcome for the Program's C&C outcomes;
- a plan for assessing both the writing and oral *or* visual components of the GCCR;
- clear goals, rubrics, and revision plans for GCCR implementation.

**III. GCCR Requirement for the Program:**

<b>A. Delivery and Content:</b>	
<p><b>1. Delivery specification:</b> for your major/program, indicate how the GCCR is delivered. Please put an X next to the appropriate option.</p>	<input type="checkbox"/> a. Single required course within program <input type="checkbox"/> b. multiple required or optional courses within program <input type="checkbox"/> c. course or courses outside program (i.e., in another program) <input type="checkbox"/> d. combination of courses inside and outside program <input type="checkbox"/> e. other (please specify): _____
<b>B. List the course(s) currently used to fulfill the GCCR requirement, and providing program(s):</b>	
_____	
_____	
_____	
_____	

**IV. GCCR Substitution:**

<b>Choose one of the following, and complete/include the corresponding information:</b>	
<input type="checkbox"/> <b>A. Substitution using existing UK GCCR requirement:</b>	
List the course(s) taken by the student, the providing program(s), and the corresponding semester completed:	
_____	
_____	
_____	

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**B. Substitution using non-GCCR course(s):**

List the course(s) taken by the student, the name of the institution(s) (if non-UK institution), and the providing program(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List the course(s) taken by the student, the institution(s) if non-UK intuition, the grade received by the student on the GCCR components, and the grade received in the course.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Syllabi:** Please provide the syllabus for the course(s) used to substitute for GCCR requirement. Make sure the following things are clearly indicated on the syllabi for ease of review and approval:

- the GCCR equivalent assignments in the syllabus and course calendar;
- the elements (in the syllabus) that fulfill the GCCR requirement for a clear draft/feedback/revision process;

**Other Documentation:** (optional) Please provide any other documentation that supports the petition (i.e., sample assignments, student work, assessment rubrics, etc.) that may help the reviewer make a better informed decision.

**V. Attesting Statement**

*(Must be Program Chair or DUS) By signing below, you are attesting that the proposed GCCR substitution is consistent with your program's current GCCR requirements (similar learning outcome, discipline literacy and needs of the profession), that the student fulfilled the GCCR substitution after the pre-requisites, specified by UK Senate Rules (namely, sophomore status and completion of C&C I and C&C II) were met, and the requirements of the proposed GCCR substitution are essentially equivalent to the requirements specified in UK Senate Rules.*

Attesting Official Name (print and sign): (Chair or DUS)	
Phone:	
Email:	
Date:	

**VI. For programs who use outside provider(s) for their GCCR:**

*By signing below, you are agreeing that the proposed GCCR substitution is consistent with the GCCR requirement that you provide to the petitioning program.*

Providing Program	Date Reviewed	Contact Person (name/phone/email)
		/ /
		/ /

**VII. Additional Comments or Information:**

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**For official Use:**

Reviewing Group	Date Approved	Approval Contact Person (name/phone/email)
		/ /
		/ /

*Upon approval, a copy of the approved application shall be placed in the student's file and processed in the degree audit (myuk gps).*

**Reviewer Comments:**

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