

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

**Overview:** Please review Senate Rule 5.4.3.1 prior to filling out this form. The GCCR stipulates that students must successfully complete this graduation requirement after achieving sophomore status and prior to graduation. As stipulated in the Senate Rules, 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. Furthermore, 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.

**Form Instructions:** The following instructions are for help in filling out the form by giving guidance, more detailed information and/or examples. If you have questions, please email the Division of Undergraduate Education GCCR contact at [gccr@uky.edu](mailto:gccr@uky.edu).

**I. General Information:**

Provide the general background information on your program, major, degree awarded, and options or specialty relative to the GCCR requirement. In addition please provide the name and contact information of the petitioner (which could be the Chair, DUS, student affairs officer, a program advisor, or student) and the information for the student receiving the GCCR substitution. Submit the completed application packet (*GCCR Substitution Request Form* and all supporting documentation) to the Division of Undergraduate Education (email: [gccr@uky.edu](mailto:gccr@uky.edu)). Upon approval, a copy of the approved application shall be placed in the student's file and processed in the degree audit (myuk gps).

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

Provide the information concerning your program's current GCCR requirement. Check the appropriate box and then list the specific course(s) and providing program, if different from your program. Please note that if another program is providing your GCCR, you will have to obtain their approval of the substitution (Section VI on the form).

**IV. GCCR Substitution:**

In this section, you will first need to identify which type of substitution you are petitioning:

- A) Currently approved GCCR from another program at UK, or

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- B) A course or series of courses from another institution(s), which may be used in combination with a UK course(s) that is not currently approved as GCCR.

*(Please note that petitioning for a substitution using only UK course(s) that are not GCCR approved will most likely NOT be approved. Only in extreme extenuating circumstances might this type of substitution be approved.)*

The burden of proof is on the petitioner that the 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 (sophomore status and completion of C&C I and C&C II, or equivalent) were met, and the requirements of the proposed GCCR substitution are essential equivalent to the requirements specified in UK Senate Rules. The petitioner will attest to these requirements on the form (Section V).

**A. Substitution using existing UK GCCR requirement:**

In this option, you are to provide the GCCR course or courses taken by the student here at UK. Identify the providing program (if not your program) and the semester the student completed each course(s). Please note that the course(s) must have been approved for GCCR at the time the student completed the course.

Some examples of when you might consider requesting this substitution: 1) students who change majors after they have completed the GCCR requirement for their previous major, 2) students who are pursuing more than one major and would like to use the same GCCR to satisfy the requirement in more than one program/major.

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

In this option, you are to provide the course(s) completed by the student, the institution where the course(s) were taken, the associated providing program, and the grade the student received in the course(s), as well as the grade the student received on the GCCR components. In addition, include a copy of the syllabus for the course(s) and highlight the portions of the syllabus that support the GCCR components. This would include description of the GCCR equivalent assignments, page limits, time limits, draft/revision instructions, assessment, etc.

Since you are requesting approval of non-GCCR course(s), either from another institution, or in combination with non-GCCR course(s) from UK, you are strongly advised to provide as much information as possible to help the reviewing group make an informed decision. Besides the required syllabus for the course(s), this could include assignments, student work product, a memo (elaborate in the comments box, Section VII) explaining the circumstances, reasons and justifications for the substitution, and anything else that supports the application. The reviewing group will be reviewing your request relative to the requirements specified in Senate Rule 5.4.3.1.

Some examples of when you might consider requesting this substitution: 1) students who transfer from another institution where they have completed course(s) that have requirements similar to GCCR, 2) students who transfer from another institution where they have completed

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course(s) that have components of the GCCR, and by taking certain courses at UK, together the courses have essentially fulfilled the requirements of the GCCR as specified in the Senate Rules, 3) a student did not have the requisite sophomore status when taking the program's designated GCCR course(s) and is now taking another course that builds upon (in scope and expectations) the original GCCR course(s).

**V. Attesting Statement**

The Chair or Director of Undergraduate Studies shall be the attesting official. By signing this statement such individuals are attesting that they are knowledgeable of the substitution request, and that the substitution is consistent with the GCCR requirements and with the requirements of your program. Please note, each substitution request should be carefully considered and as such is not to be completed for expediency. The GCCR is program specific, and the attesting official is stating that the learning outcomes and requirements of your program are being fulfilled by the requested substitution.

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

Given that your program has used an outside provider to fulfill the UK GCCR requirement, this outside provider must review the application for substitution. Before seeking review and approval of the requested GCCR substitution from this outside provider, complete the entire application and assemble all supporting documentation. Outside provider(s) means outside your program's department.

**VII. Additional Comments or Information:**

Please provide any other information/explanation that would be helpful to the reviewing group.