

Submit the completed form to the Office of the Registrar, Esch Hall 131 by the 25th of the month.

INSTRUCTIONS: Please type a formal statement of your request and submit it along with this form. (Only typed statements will be considered.) Be brief. Please provide the following:

- 1) An exact statement of the special privilege, exemption, or other petition you want to make.
- 2) A statement of the reasons for your request. Include any pertinent facts or supporting documents that might help the committee make a decision (e.g., course syllabi, catalog descriptions, program descriptions).
- 3) Your signature, complete address, and telephone number.
- 4) The appropriate signatures and recommendations. (See below)
- 5) Letters of support (optional).

NOTES

FOR MAJOR/MINOR REQUIREMENTS: Exceptions to requirements for a major or minor do not need to be presented to the Academic Petitions Committee. These requests are to be made to the department chair, program director or dean as appropriate.

FOR GENERAL EDUCATION CORE REQUIREMENTS: Exceptions to general education core requirements must have the signature of the department chair, program director or dean in the department in which the course is housed (e.g., for an exception/substitution for a communication course, the Communication Department chair must be consulted).

If this petition is approved, it is your responsibility to act upon it by contacting the appropriate office(s).

Name _____ Student Identification # _____
Last First Former

Address _____
Street City State Zip

Phone Numbers _____
(day) (evening)

Student Name & Signature _____ Date _____

Advisor's Signature _____ Recommended _____
(yes/no/abstain)

*Dean's/Chair's Signature _____ Recommended _____
(yes/no/abstain)

*Dean's/Chair's Signature _____ Recommended _____
(of other school or department from which input on the decision is required) (yes/no/abstain)

**For an exception to a university policy, signature of your school dean or department chair is required.
 For an exception to a school or department policy, signature of dean or chair of that school or department is required.*

For Registrar's Office use only

GPA	_____	Date	_____	Approved	_____	Rejected	_____
Earned hours	_____			Student notification date	_____		
Transfer hours	_____			Key Advisor notification date	_____		
Last term enrolled	_____						
Major	_____						
College/School	_____						