ACADEMIC PETITION

Office of the Registrar

NAME ____________________________  STUDENT ID # ____________________________
ADDRESS ____________________________  SS # ____________________________
                                             DATE ____________________________
MAJOR ____________________________  ANTICIPATED GRAD. DATE ____________________________

Please submit this form if you seek the waiver or modification of a requirement, a modification to your degree plan after it is filed with your application for graduation, or other changes (such as a substitution for a core* requirement, the waiver of a portion of the residency requirement, the waiver of a portion of the upper-level distribution requirement, the waiver of a GPA requirement, etc.) Return the completed form to the Office of the Registrar.

State your request below:

Explain the rationale for your request. Attach additional pages if necessary. If transfer credit is involved, attach a copy of the appropriate transfer credit evaluation (which you can obtain, at no cost, from the Office of the Registrar) and course descriptions or syllabi.

Student’s Signature (Required)  Date

Advisor’s Signature (Required)  Date

Department Chair’s Signature (Required)  Date

Registrar’s Signature (Required)  Date

Comments:

Vice President for Academic Affairs Signature  Date
(Not required for requests that are strictly departmental in nature.)

The student may appeal the decision to the College Curriculum and Academic Policy Committee, whose decision is final.

*In a case involving a request for waiver or substitution of a core requirement, the core director must sign.