



# Petition for Waiver of Academic Requirement

Consult with an advisor or counselor before completing this form.

To petition for a waiver of an academic requirement:

- A. Petitions should be completed by the student with the assistance of an advisor or counselor. Petitions should be typed or neatly printed. Use complete sentences, correct punctuation and grammar. Write out the titles of courses as well as the course abbreviation and number.
- B. Complete items 1-5; obtain all signatures by personally carrying this form to each office, or you may send it through campus mail. Please allow 3 weeks for processing.
- C. Attach a current transcript (*transcripts printed from student web page access are not acceptable*). *Petitions submitted without transcripts will not be reviewed.*
- D. Attach appropriate supporting documents (*e.g., course descriptions, transcripts for other college*).
- E. Return the completed and signed form to Academic Affairs (D210c).

ID#: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

1. Student's Name: \_\_\_\_\_  
*Last First MI*

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Street City State Zip*

2. Program: \_\_\_\_\_ Program Option (*if applicable*): \_\_\_\_\_

3. Statement of Petition (*Waivers of certain requirements may make you ineligible for Joint Admissions or Tuition Advantage*):  
*Example: I would like to substitute SPH 11 Fundamentals of Speech for SPH 13 Interpersonal Speech in the Banking concentration of the Business Administration Financial Services option.*

4. Reason for Petition:  
*Example: After completing SPH 11 in the Accounting concentration in the Business Administration program, I changed my concentration. The substitution will allow me to graduate next semester.*

## 5. REQUIRED SIGNATURES (*refer to item "A" above*)

**Advisor/Counselor:** Please send a copy of this cover sheet to Academic Affairs and forward the original to the Program Coordinator/Director.

\_\_\_\_\_  
*Student Advisor or Counselor Ext.*

§ Attach a current transcript and supporting documents (*refer to items B and C above*) before proceeding. §

Reviewed by:

**Coordinator/Director of Student's Program**

Approval \_\_\_\_\_ Ext. \_\_\_\_\_ Date: \_\_\_\_\_  
 Disapproval \_\_\_\_\_ Ext. \_\_\_\_\_ Date: \_\_\_\_\_

**Department Chair – course for which waiver is requested**

*(Example: SPH class requires approval of chair of Communication and Language Arts department. RDG, ESL, and CSS courses require approval of Assistant Dean for Developmental Education.)*

Approval \_\_\_\_\_ Ext. \_\_\_\_\_ Date: \_\_\_\_\_  
 Disapproval \_\_\_\_\_ Ext. \_\_\_\_\_ Date: \_\_\_\_\_

**Associate Vice President for Academic Affairs**

Approval \_\_\_\_\_ Ext. \_\_\_\_\_ Date: \_\_\_\_\_  
 Disapproval \_\_\_\_\_ Ext. \_\_\_\_\_ Date: \_\_\_\_\_

All signatories will be notified in writing of the approval or disapproval of this petition.

Revised Form (10/07)