



PETITION REQUEST FORM

Student ID/ J Number: _____ **Phone Number:** _____
Student Name: _____ **Degree Program:** _____

A matriculated student must follow an approved curriculum as described in the College Catalog at the time of matriculation. Any request for deviation from these requirements must be submitted to the Provost, Vice President of Academic and Student Affairs for final review and action.

INSTRUCTIONS FOR COMPLETING THE PETITION FORM

- The student should clearly state the modification which is being petitioned, and where appropriate, identify the specific substitutions which are being requested.
- The rationale for the request should be precisely stated and should be based on sound academic reasoning.
- The signature of the petitioner's advisor and an indication of support or nonsupport of the petition **are required**. Advisor comments are encouraged.
- The signature of the petitioner's Divisional Associate Vice President and an indication of support or nonsupport of the petition **are required**. Comments from the Associate Vice President are encouraged.
- Completed petition forms are to be submitted to the Office of the Provost, Vice President for Academic and Student Affairs for final action determination.

Note- INT 111 is only approved to waive or substitute if the student has earned 24 credits of coursework as a matriculated student at another college or university by means of transcript evaluation.

Petition Request:

A degree audit from Degree Works *must* be attached to this request to be considered.



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Rationale for Request:

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Advisor Printed Name: _____

Support Do Not Support

Comments:

Department Chair of Program:

_____ **Date:** _____
Printed Signature

Support Do Not Support

Comments:

Division Associate Vice President:

_____ **Date:** _____
Printed Signature

Support Do Not Support

Comments:

Final Action

Provost, Vice President of Academic and Student Affairs:

_____ **Date:** _____
Printed Signature

Approved Disapproved

Comments:
