



Undergraduate Standards Committee Petition

Directions:

1. Fully complete the form below. (*Petitions must be typed.*)
2. Concisely explain the reason for your request. Give all pertinent information.
3. Attach any necessary supporting documents. (ie: general studies check-sheets, course syllabi, etc.)
4. Include a copy of your DARS audit and Unofficial Transcript.
5. Sign and date in the appropriate area.

Name (Last, First Middle):		ASU ID Number (10 digits, located on your Suncard):		Date:	
Address, City, State, Zip Code:		ASU email:		Phone:	
College:		Degree:	Current Major:	Campus of your major:	
Total ASU Hours Completed:	Current ASU GPA:	Currently Enrolled Hours: (ASU):	Transfer Hours:	Catalog Year:	Anticipated Graduation Date:

Describe the nature of your request (in 30 words or less). (*There is additional space for a full, comprehensive statement on the second page.*)

COLLEGE SPECIFIC PETITIONS

(Decisions are final at college/school level)

<input type="checkbox"/> Pursue Concurrent Degrees	&				
<input type="checkbox"/> Register for course overload	Semester:	Yr:	Total hours for overload:		
<input type="checkbox"/> Enroll in 500-level course for undergraduate credit.	Semester:	Yr:	Course Prefix:	Number:	
<input type="checkbox"/> Other	Title:				

COLLEGE/UNIVERSITY PETITIONS

(College/School level approval is final. If disapproved, forward to University Standards Committee with comment for final decision.)

Note- For approved Third-time petitions, follow the same process mentioned above and petition must be sent to USC for recording purposes.

<input type="checkbox"/> Retain Catalog Year	Enter Catalog year:				
<input type="checkbox"/> Enroll in course for third time.	Course Prefix:	Number:	Title:		
Semester requesting to take for 3 rd time:	Yr:	Course History-			
Campus:		1 st Attempt – Semester:	Yr:	Grade:	
		2 nd Attempt – Semester:	Yr:	Grade:	
Can another course be taken towards degree? <input type="checkbox"/> Yes <input type="checkbox"/> No If so which course(s):					
<input type="checkbox"/> Use course to fulfill the General Studies Requirement	Course Prefix:	Number:	Title:		Is this a Transfer Course? Yes No
Required Documentation	<input type="checkbox"/> Course Syllabus from the same semester & instructor with whom you took the course. <input type="checkbox"/> ASU Criteria Check Sheet (Filled out, signed and dated by the professor/Dept. Chair/Chair Designee.				

UNIVERSITY PETITIONS

(Received & reviewed by College/School, forward to University Standards Committee with comment.)

<input type="checkbox"/> Adjustment to the University Graduation Requirement:	<input type="checkbox"/> Minimum credit hours (120 total) <input type="checkbox"/> Minimum upper-division credit hours (45 total) <input type="checkbox"/> Cumulative 2.00 ASU GPA <input type="checkbox"/> Residency hours (30 min/56 min honors) <input type="checkbox"/> Waive General Studies Requirement:
<input type="checkbox"/> Transfer credit:	<input type="checkbox"/> Acceptance of non-transferable credit <input type="checkbox"/> Adjustment of transfer GPA <input type="checkbox"/> Requirements for second baccalaureate
<input type="checkbox"/> Other	



Undergraduate Standards Committee Petition

Concisely explain the reason for your request. Give all pertinent information.

Student Signature:

Date:



Undergraduate Standards Committee Petition

FOR COLLEGE/SCHOOL USE ONLY – DO NO WRITE BELOW THIS LINE

ADVISOR

Recommendation of Advisor (*Required; if no signature is available Academic Unit section MUST be completed*):

Approve Deny Defer

Comments:

Advisor Signature:

Date:

ACADEMIC UNIT

Recommendation of Academic unit (*Required if no advisor signature is available*):

Approve Deny Defer

Comments:

Authorized Signature:

Date:

COLLEGE/SCHOOL STANDARDS COMMITTEE

Recommendation of College/School Standards Committee (*Required*):

Approve Deny Defer

Comments:

Authorized Signature:

Date:

Dean's Signature (*if applicable*):

Date:

Request to Enroll in an ASU Course for a Third Time or More

Please note the following:

- This petition request is for Fulton Schools of Engineering majors only.
- Approval to re-take a course does not imply that the School will approve requests to late add and/or approve registration into a full class.

Please answer the following:

1) What is the prefix and number of the course you want to retake?

2) When do you want to retake this course?

3) Cumulative GPA: _____ Total Hours Completed: _____

4) Academic Status (please check one):

Good Academic Standing Borderline Probation Probation Continued Probation

Major Tracking Status (If applicable, please check one): On Track for my major Twice Off Track

5) For each attempt, list when you took this course and the grade received			6) List all of the pre/co-requisite(s) by course prefix and number for this course, when you took it/them and the grade received. (Note: If you have not completed all pre/co-requisites as listed in the catalog your petition will not be reviewed)			
Semester	Year	Grade	Pre/co-requisite	Semester	Year	Grade

7) Explain why you want to repeat this course again and why you expect to do better in this course. Why you were unsuccessful in the course and what will be done differently? Please also outline how you plan to catch up in your major requirements.

8) In the event that your petition is not approved, please summarize your alternate plan.

