



# Petition Form - Associate / General Education

This form is to be completed when a student requests a substitution or waiver of a specific degree requirement.

## STUDENT PERSONAL INFORMATION

ID Number

Name Last, First, Middle

## ACADEMIC INFORMATION

Campus Code

Catalog Year

Degree (Major)

Minor

Concentration

### COMPLETION CHECKLIST

(Advisor, please check each item to ensure all necessary documentation is being submitted. Accompanying supporting documentation should be identified as part of the requests rationale.)

- Completed Petition
- Current Transcript
- Degree Audit or Checksheet
- Supporting Document A
- Supporting Document B
- Supporting Document C
- Supporting Document D

## SUBSTITUTION / WAIVER REQUEST INFORMATION

Course Substitution

Requirement Waiver

(Advisor, please check the appropriate petition type to the right.)

Please identify the course/ requirement not met:

Please identify the Recommended Substitution or Waiver:

Please identify the reason(s), circumstance(s), or justification(s) supporting the recommendation. May be attached as a separate document if necessary.

Student Signature \_\_\_\_\_ Date Completed \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date Completed \_\_\_\_\_

Substitution / Waiver Approved

Substitution / Waiver Denied

Academic Committee Chair \_\_\_\_\_ Date Approved/Denied \_\_\_\_\_

### OFFICE USE ONLY

(Indicate distribution date below)

\_\_\_\_\_ Registrar's Office

\_\_\_\_\_ Advisor

\_\_\_\_\_ Student

Revised 7/2019