



## 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