Petition Form - Major

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 None

Concentration None

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
____ LF/DC Initials _____ ACC Initials

☐ Substitution / Waiver Denied
____ LF/DC Initials _____ ACC Initials

Lead Faculty / Division Chair Signature _____ Date Completed _____

_____ _____
Academic Committee Chair Date Approved/Denied

OFFICE USE ONLY
(Indicate distribution date below)

_____ Registrar's Office

_____ Advisor

_____ Student

Revised 7/2020