

School of Business, Government, and Economics  
**Academic Petition**



Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Student Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SPU Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ SPU Mail Stop: \_\_\_\_\_  
(Number and Street) (Apt)  
 \_\_\_\_\_  
(City) (State) (Zip Code)

SBGE Degree Program: \_\_\_\_\_

SBGE Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**✓ Please check the box describing the item being petitioned and then follow the directions in that section. Be aware that only SBGE policies may be petitioned using this form. Most university related petitions are administered through Student Academic Services.**

**Substitution or Waiver of Course(s) or Other Major Requirement.**

Course Taken			Course Substituted		
Course #	Course Name	Credits/Grade	Course #	Course Name	Credits
_____	_____	____/____	_____	_____	_____
_____	_____	____/____	_____	_____	_____
_____	_____	____/____	_____	_____	_____
_____	_____	____/____	_____	_____	_____
_____	_____	____/____	_____	_____	_____

Attach a typed statement fully explaining your request and rationale.

**Transfer courses taken which you wish to apply in your program of study**

College/University \_\_\_\_\_ To meet SPU course requirement:

Course #	Course Name	Credits/Grade	Course #	Course Name	Credits
_____	_____	____/____	_____	_____	_____
_____	_____	____/____	_____	_____	_____
_____	_____	____/____	_____	_____	_____
_____	_____	____/____	_____	_____	_____
_____	_____	____/____	_____	_____	_____

Attach syllabus or catalog course description(s) and transcript (unofficial). Use separate petition forms for each College/University from which you wish to transfer courses. In order to gain advance approval to transfer courses at another institution, students must submit the Application for Studying Away through Student Academic Services.

**Other Issue(s)**

Please attach a typed statement fully explaining your request. Obtain the signature of your SBGE faculty advisor or professor in the area affected by this petition.

**Instructions to Student:**

1. Complete this form and attach a formal letter stating your request. Attach any transcripts, statements, or course descriptions that support your petition.
2. Obtain the signature of your faculty advisor below.
3. Submit these completed materials to the McKenna Hall front desk.
4. You and your faculty advisor will be notified about the decision within 5-7 business days.

**Faculty Response:**

- I support this petition.
- I hesitate to support this petition because:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Faculty Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date

**Associate Dean Decision:**

- Approved  Denied

Comment: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Associate Dean for Undergraduate Studies

\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date

\_\_\_\_ Student notified \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ Recorded in SBGE