

Academic Petition

Name: _____
(Last) (First) (M.I.)

Student Number: _____ - _____ - _____ SPU Email: _____

SBGE Degree Program: _____

SBGE Faculty Advisor: _____ Today's Date: ____/____/____

✓ Please check the box describing the item(s) 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.

☐ **Request to lift Prerequisite registration restriction(s)**

Course #	Course Name	Prerequisite
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach a typed statement fully explaining your request and rationale for taking course(s) out of sequence, including if you plan to take a prerequisite course concurrently.

☐ **Substitution 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