

**Instructions for Completion of the
Petition to the University Standards Committee**

- 1. Supporting Documents** In addition to justification for your request, the following additional documentation should be attached as applicable:
 - **Pursue concurrent degrees:** Your ASU transcript must reflect a 2.0 ASU GPA, completion of a minimum of 30 hours and you must have taken at least two (2) courses in each of the majors. If you are currently in or are requesting a concurrent degree in another college, you must also petition that college (e.g., if you want to pursue concurrent degrees in Justice Studies and Political Science, you must also petition the College of Liberal Arts and Sciences where Political Science is assigned).
 - **Allow additional restricted withdrawal:** Attach a completed withdrawal form signed by you and the instructor.
 - **Enroll in a course for the third time:** Indicate the course prefix and number and which semester and year you want to take the course.
 - **Retain Catalog Year (graduate under an earlier catalog):** Attach curriculum check sheets for both catalogs. On a separate sheet of paper, list the courses that remain to be completed for each catalog year. Please include the course prefix and number for all the listed courses.
 - **Use a course to fulfill a [General Studies requirement](#):** You must attach a copy of the course description from the related institution's catalog, a syllabus for the course, and [ASU Criteria Check Sheet](#) (Filled out, signed and dated by the professor/Dept Chair/Chair Designee).
 - **Requesting other action:** Please discuss the matter with your academic advisor so that together you can determine what documentation should be included.
- 2. Student signature and Date** Please be sure to sign and date your petition.
- 3. Return the completed petition with appropriate documentation to the academic advisor for your major.**

The Petition to the Standards Committee will be reviewed by the academic advisor and routed to the Chair or Director of your major. It will then be forwarded to the Dean's Office for the College Committee review. Some petitions must also go to the University Standards Committee. **You will be notified by USPS mail of the committee's decision.** Please note that incomplete or illegible petitions will be returned without review.

You can find your advisor's name and phone number on the College of Public Programs [advising web page](#).



Undergraduate Standards Committee Petition

Directions:

1. Fully complete the form below-(Petitions **must** be typed)
2. Concisely explain the reason for your request, Give all pertinent information.
3. Attach any necessary supporting documents. (i.e. general studies check-sheets, course syllabi, etc.)
4. Include a copy of your DARS audit & Unofficial Transcript.
5. Sign and date in the appropriate area

Name (Last, First and Middle):		ASU ID number (10 digits, located on your Suncard):		Date:	
Mailing address (include city, state and zip code):		ASU email:		Phone:	
College: (Choose One)		Degree:	Current Major:		Campus of your major: (Choose One)
Total ASU Hours Completed:	Current ASU GPA:	Currently Enrolled Hours (ASU):	Transfer Hours:	Catalog Year:	Anticipated Graduation Date:

Describe the nature of your request (in 30 words or less): *(Space for a full, comprehensive statement has been provided on the next page)*

COLLEGE SPECIFIC PETITIONS (Decisions are final at college/school level)

<input type="checkbox"/> Pursue Concurrent Degrees		&			
<input type="checkbox"/> Register for course overload.		Semester: (Choose One) Yr:		Total hours for overload:	
<input type="checkbox"/> Allow an additional restricted withdrawal:		<input type="checkbox"/> - Freshman <input type="checkbox"/> - Sophomore <input type="checkbox"/> - Junior <input type="checkbox"/> - Senior			
<input type="checkbox"/> Enroll in 500-level course for undergraduate credit.		Semester: (Choose One) Yr:		Course: Prefix: Number: Title:	
<input type="checkbox"/> Other					

COLLEGE/UNIVERSITY PETITIONS

(College/School level approval is final. If disapproved forward to University Standards Committee with comment for final decision.)
*Note- For approved Third time petitions, follow the same process mentioned above **and** must be sent to USC for recording purposes.*

<input type="checkbox"/> Retain Catalog Year		Enter Catalog year:			
<input type="checkbox"/> Enroll in course for third time.		Course Prefix: Number: Title:			
Semester requesting to take for 3 rd time: (Choose One) Yr: Campus: (Choose One)		Course History- 1 st Attempt – Semester: (Choose One) Yr: Grade: 2 nd Attempt – Semester: (Choose One) Yr: Grade:			
Can another course be taken towards degree? <input type="checkbox"/> Yes <input type="checkbox"/> No If so which course(s):					

UNIVERSITY PETITIONS (Received & reviewed by College/School, forward to University Standards Committee with comment)

<input type="checkbox"/> Use course to fulfill the (Choose One) General Studies Requirement					
Course Prefix: Number: Title:		Is this a Transfer Course? Choose One			
Required Documentation		<input type="checkbox"/> Course Syllabus from the same semester & Instructor with whom you took the course. <input type="checkbox"/> ASU Criteria Check Sheet (Filled out, signed and dated by the professor/Dept Chair/Chair Designee.			
<input type="checkbox"/> Adjustment to the University Graduation Requirement:					
<input type="checkbox"/> Minimum credit hours (120 total)		<input type="checkbox"/> Minimum upper-division credit hours (45 total)			
<input type="checkbox"/> Cumulative 2.00 ASU GPA		<input type="checkbox"/> Residency hours (30 min/56 min honors)			
<input type="checkbox"/> Transfer credit:					
<input type="checkbox"/> Acceptance of non-transferable credit		<input type="checkbox"/> Adjustment of transfer GPA		<input type="checkbox"/> Requirements for second baccalaureate	

<input type="checkbox"/> Other					
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Undergraduate Standards Committee Petition

Concisely explain the reason for your request, Give all pertinent information.

Student Signature:

Date: / /



Undergraduate Standards Committee Petition
FOR COLLEGE/SCHOOL USE ONLY-DO NOT WRITE BELOW THIS LINE

ADVISOR

Recommendation of Advisor (*Required; if no signature is available Academic Unit section MUST be completed*):

Approve Deny Defer

Comments (*required*):

Advisor Signature:

Date: / /

ACADEMIC UNIT

Recommendation of Academic unit (*Required if no advisor signature is available*):

Approve Deny Defer

Comments (*required if petition is denied*):

Authorized Signature:

Date: / /

COLLEGE/SCHOOL STANDARDS COMMITTEE

Recommendation of College/School Standards Committee (*Required*): Approve Deny Defer

Comments (*required if petition is denied*):

Authorized Signature:

Date: / /

Dean's Signature (*if applicable*):

Date: / /

UNIVERSITY STANDARDS COMMITTEE

University Standards Committee Decision Approve Deny Defer Withdraw

Comments:

Authorized Signature:

Date: