

Petitions must be typed and emailed to [sosadvising@asu.edu](mailto:sosadvising@asu.edu) or submitted in person to the Student Services Center Front Desk in Wrigley Hall 108.

**Instructions:**

If you are unsure what to enter for any category, consult an advisor by emailing:  
[sosadvising@asu.edu](mailto:sosadvising@asu.edu)

**Pursue concurrent degrees**

Attach a [curriculum plan](#) outlining the sequence in which you will complete all remaining requirements for both majors. This plan is acknowledgment that you have reviewed the requirements for both programs and have an understanding of the amount of work necessary to complete both and a general timeframe. The School of Sustainability will review this plan, but makes no guarantee as to its accuracy. Concurrent degrees must be formally approved by both academic units.

**Enroll in a course for the third time**

Answer the following questions on page 3:

- Why do you need to repeat this course?
- Why were you unsuccessful in your first and second attempts?
- What will you do differently in your third attempt to ensure success?

**Request to repeat a course in which you received a 'C' or higher**

Answer the following questions on page 3:

- Why do you need to repeat this course?
- What will you do differently in your second attempt to ensure success?

**Use a course to fulfill a General Studies Requirement**

Please print the appropriate General Studies Checklist (<https://provost.asu.edu/generalstudies/gsdforms>) and fill it out, citing specific examples from the syllabus. It is highly recommended that the instructor assist in this endeavor.

**Grade Appeal**

Please read the University Policy for Student Appeal Procedures on Grades:

<https://catalog.asu.edu/appeal>.

This Petition is "Step B" of the "Informal" process described within the above policy. Be sure to include all documentation related to this request. Be specific and thorough. Your petition will be shared with the professor of the course so they may respond to your statements.

**Other**

Be specific in your request and include as much detail as possible.

You will be notified of the petition results at your ASU email address, even if you listed a different email address on the petition form. If the petition requires university-level review, you will be notified by USPS mail. Notifications are sent to your mailing address on file. Make sure you have updated My ASU with correct contact information.

# 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 Middle):		ASU ID number (10 digits, located on your Suncard):			Date:
Address, City, State, Zip Code:		ASU email:			Phone:
College:		Degree (e.g. BA or BS):	Current Major:		Campus of your major:
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 second 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:	Yr:	Total hours for overload:	
<input type="checkbox"/> Enroll in 500-level course for undergraduate credit.	Semester:	Yr:	Course: Prefix: Title:	Number:
<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 <sup>rd</sup> time: Yr: Campus:	Course History- 1 <sup>st</sup> Attempt – Semester: Yr: Grade: 2 <sup>nd</sup> Attempt – Semester: 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)

<b>Use course to fulfill the General Studies Requirement for:</b>	Course Prefix: Title:	Number:	Is this a Transfer Course?	Yes No
<b>Required Documentation</b>	<input type="checkbox"/> Course Syllabus from the same <b>semester &amp; Instructor</b> with whom you took the course. <input type="checkbox"/> <u>ASU Criteria Check Sheet</u> (Filled out, signed and dated by the professor/Dept Chair/Chair Designee.			
<input type="checkbox"/> <b>Adjustment to the University Graduation Requirement:</b>	<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"/> <b>Transfer credit:</b>	<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				

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

Student Signature:

Date: / /

**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:

Advisor Signature:

Date:

**ACADEMIC UNIT**

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

Approve     Deny     Defer

Comments:

Authorized Signature:

Date:

**COLLEGE/SCHOOL STANDARDS COMMITTEE**

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

Comments:

Authorized Signature:

Date:

Dean's Signature (**if applicable**):

Date:

**UNIVERSITY STANDARDS COMMITTEE**

University Standards Committee Decision  Approve     Deny     Defer     Withdraw

Comments:

Authorized Signature:

Date: