

STANDARDS COMMITTEE PETITION

Petitions must be typed and emailed to sfisadvising@asu.edu or submitted in person to Judith Weeks in Interdisciplinary B 366.

Instructions:

If you are unsure what to enter for any category, consult an advisor by emailing: sfisadvising@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 an acknowledgement 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 for the Future of Innovation in Society will review this plan, but makes no guarantee 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?

Request a credit overload

Include the following information on page 3:

- Why do you need to take all these courses during this semester?
- What will you do to ensure success if the overload is approved?

Use a course to fulfill a General Studies Requirement

Please print the appropriate General Studies Checklist <https://provost.asu.edu/curriculum-development/gsc/designation-request-forms> and fill it out, citing specific examples from the syllabus. It is highly recommend 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.

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: School for the Future of Innovation in Society (Choose One)		Degree:	Current Major:		Campus of your major: Tempe (Choose One) Tempe
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)*

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"/> 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	

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 <i>(Required; if no signature is available Academic Unit section MUST be completed):</i> <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Defer	
Comments:	
Advisor Signature:	Date: / /
ACADEMIC UNIT	
Recommendation of Academic unit <i>(Required if no advisor signature is available):</i> <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Defer	
Comments:	
Authorized Signature:	Date: / /
COLLEGE/SCHOOL STANDARDS COMMITTEE	
Recommendation of College/School Standards Committee <i>(Required):</i> <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Defer	
Comments:	
Authorized Signature:	Date: / /
Dean's Signature <i>(if applicable):</i>	Date: / /
UNIVERSITY STANDARDS COMMITTEE	
University Standards Committee Decision <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Defer <input type="checkbox"/> Withdraw	
Comments:	
Authorized Signature:	Date: