

NOTE: Download the form before populating the fields.

Term to be effective

Date

Student details

| | | | | | |
|---|---|---|---|---|--|
| Name (Last, First Middle) | | | ASU ID number (10-digit, found on Sun Card) | | |
| <input style="width: 100%;" type="text"/> | | | <input style="width: 100%;" type="text"/> | | |
| ASU email | | | Phone | | |
| <input style="width: 100%;" type="text"/> | | | <input style="width: 100%;" type="text"/> | | |
| Current major | | Academic unit | | Location | |
| <input style="width: 100%;" type="text"/> | | <input style="width: 100%;" type="text"/> | | <input style="width: 100%;" type="text"/> | |
| Total ASU hours completed | ASU hours currently enrolled | Total transfer hours | ASU GPA | Catalog year | Anticipated graduation date |
| <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> | <input style="width: 100px;" type="text"/> |

University petitions

Received and reviewed by college or school, forward to University Standards Committee with comment.

Adjustment to the university graduation requirement

- Minimum credit hours (120 total).
- Minimum upper-division credit hours (45 total).
- Cumulative 2.00 ASU GPA.
- Residency hours (30 min. and 56 min. honors).
- Substitute general studies requirement.
- Use course for general studies requirement

| | | |
|---|---|---|
| Prefix | Number | Title |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| Semester completed | Year | Grade |
| <input style="width: 100%;" type="text"/> | <input style="width: 50px;" type="text"/> | <input style="width: 50px;" type="text"/> |

Is this a transfer course ? Yes No

Required documentation:

- Course syllabus (from the same semester and instructor with whom you took the course).
- [General Studies Criteria Check Sheet](#) (Filled out, signed and dated by the professor, department chair or chair designee).

Transfer credit

- Acceptance of non-transferable credit.
- Adjustment of transfer GPA.
- Requirements for second baccalaureate.
- Reject transfer credit.

| | | |
|---|---|---|
| Prefix | Number | Title |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

Other, please explain

Concisely explain your request.

Supporting documents and signature

Required supporting documents: Unofficial transcript Optional documents: Page three included
 Graduation audit (DARS)

Student signature

Date

Advisor recommendation

Advisor recommendations and required signature. If advisor signature is not available, an Academic Unit representative **must** complete and sign the next section.

Recommendation

Comments

Advisor signature

Date

Academic unit recommendation

Academic unit recommendation and academic unit representative signature, if the advisor signature is not provided.

Recommendation

Comments

Academic unit representative signature

Date

College or school standards committee

College or school standards committee recommendation and required signature.

Recommendation

Comments

Standards committee representative signature

Date