Arizona State University

Undergraduate Standards Committee Petition

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)

ASU email

Phone

Current major

Academic unit

Location

Total ASU hours completed	ASU hours currently enrolled	Total transfer hours	ASU GPA	Catalog year	Anticipated graduation date

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 minimum).
- ○ Waive General Studies Maroon requirement.

- ○ Waive General Studies Gold requirement.

Use course for General Studies Maroon requirement.

Use course for General Studies Gold requirement.

Prefix	Number	Title

Semester completed	Year	Grade

Is this a transfer course?   Yes ○   No ○

Required documentation: course syllabus (from the same semester and instructor with whom you took the course).

Transfer credit

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

Prefix	Number	Title

Other, please explain

<mark>Concisely explain your request.</mark>

Supporting documents and signature

Required supporting documents: ☐ Unofficial transcript
☐ Graduation audit (DARS)

Optional documents: ☐ Page three included

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

University Overload Guidelines

Term	Max Credit Hours
Fall/Spring Session A/B	9
Fall/Spring Session C	19
Fall/Spring Total (any combination of sessions)	19
Summer Session A/B	7
Summer Session C	9
Summer Total (any combination of sessions)	14

*A course overload is a request to exceed the above max credit hours.
- This overload request is for Fulton Schools of Engineering majors only.
- Permission to take an overload is a privilege not a right.

_____

Overload Term Requested

Session C:

Session A:

Session B:

Other:

_____

Total:

List the courses that you are enrolled in (or plan to enroll in) for the requested overload term.

Course prefix & number   Credit hours   Session

List the additional course(s) you plan to add if this overload request is approved.

Course prefix & number   Credit hours   Session

Total:

Please answer the following:

1) **Have you completed a semester at ASU by the time of this request?**

2) **If applicable, list two semesters at ASU when you have completed 18 credit hours or more:**

Semester	Year	Credit Hours	GPA
Semester	Year	Credit Hours	GPA

3) **What is your Major GPA?**
   *Provide if GPA is shown on DARS.

4) **Do you have any negative Academic Status Reports (ASRs) at the time of this request?**

   If yes, provide the course prefix/number:

5) **Are you enrolled (or enrolling) in research/internship/thesis credit hours?**

   If yes, provide the full name of the instructor you are working with:

6) **Do you need this overload to graduate by a certain date?**

   If yes, specify graduation semester and year:

7) **Explain why you need this overload and why the course(s) cannot be taken in another term.**

Ira A. Fulton Schools of Engineering
Arizona State University

*Start with term for this request

Term:	Year:	Cr.
	Total:	

Term:	Year:	Cr.
	Total:	

Term:	Year:	Cr.
	Total:	

Term:	Year:	Cr.
	Total:	

Term:	Year:	Cr.
	Total:	

Term:	Year:	Cr.
	Total:	

Term:	Year:	Cr.
	Total:	

Term:	Year:	Cr.
	Total:	

Term:	Year:	Cr.
	Total:	

Term:	Year:	Cr.
	Total:	

Term:	Year:	Cr.
	Total:	

Term:	Year:	Cr.
	Total:	