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# Adjustment of Curriculum Requirements

Arizona State University – College of Liberal Arts and Sciences (CLAS)

# INSTRUCTIONS

# This petition is for College of Liberal Arts and Sciences majors only.

General guidelines:

* Decisions can take **four to ten** **weeks** from the deadline date, so plan accordingly.
* Meet with your academic advisor to complete your petition.

**Step 1: Fill out the Undergraduate Standards Committee (USC) petition completely** and then print.

* Include one copy of your ASU Unofficial Transcript.
* Include one copy of your Degree Audit Report (DARS)
* Information that you will need to fill out the form correctly is available on your unofficial transcript. This is available on your MyASU under your *My Programs* tab.

**Step 2: Sign the form**.

**Step 3:** **See your academic advisor for your major**.

* Ask your advisor to verify your petition packet is complete and accurate.
* Have your advisor fill out their **“Recommendation”**.
* Have your advisor answer the questions under “**Review and Signature of Major Advisor**” on the college supplement.
* Have your advisor **sign** the petition and the college supplement form**.**

**Step 4: Make photocopies of the petition packet for your own records.**

**Step 5: Submit the petition packet.**

* Please submit either by:
	+ Dropping it off to Fulton Center, suite 110
	+ Scanning and emailing to CLAS@asu.edu
	+ Fax to 480-965-2110

**SAVE TIME. ASK QUESTIONS. VERIFY THAT YOUR PETITION PACKET IS COMPLETE.**

For questions contact CLAS@asu.edu or call 480-965-6506

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| **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:  | 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): (S*pace for a full, comprehensive statement has been provided on the next page.)* |
|       |

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| **COLLEGE SPECIFIC PETITIONS**  (Decisions are final at college/school level) |
| [ ]  **Pursue Concurrent Degrees** |       &       |
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| [ ]  **Register for course overload.**  | Semester:  Yr:      | Total hours for overload:      |
|  |
| [ ]  **Enroll in 500-level course for undergraduate credit.** | Semester: Yr:      | Course: Prefix:     Number:     Title:       |
| [ ]  **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.* |
| [ ]  **Retain Catalog Year** | Enter Catalog year:      |
| [ ]  **Enroll in course for third time.**  | Course Prefix:     Number:     Title:       |
| Semester requesting to take for 3rd time: Yr:      Campus:  | Course History-1st Attempt – Semester: Yr:      Grade:      2nd Attempt – Semester: Yr:      Grade:      |
| Can another course be taken towards degree? [ ] Yes [ ]  No If so which course(s):       |
| **UNIVERSITY PETITIONS** (Received & reviewed by College/School, forward to University Standards Committee with comment) |
| [ ]  **Use course to fulfill the General Studies Requirement**  | Course Prefix:     Number:    Title:       | Is this a Transfer Course?  |
| **Required Documentation** | [ ]  Course Syllabus from the same **semester** & **Instructor** with whom you took the course.[ ]  [ASU Criteria Check Sheet](http://provost.asu.edu/generalstudies/gsdforms) (Filled out, signed and dated by the professor/Dept Chair/Chair Designee. |
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| [ ]  **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/56 min honors) |
|  |
| [ ]  **Transfer credit:** | [ ]  Acceptance of non-transferable credit[ ]  Adjustment of transfer GPA[ ]  Requirements for second baccalaureate |
|  |
| [ ]  **Other** |       |

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| **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**

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| **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:      |

COLLEGE/UNIVERSITY PETITIONS: College Supplement

for the Adjustment of Curriculum Requirements

Arizona State University - College of Liberal Arts and Sciences (CLAS)

**Enroll in an ASU Course for the Third Time or More**

**\*\*Form must be typed. Fill out form completely. Do not staple.**

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| Name:      | ASU ID:      | Degree and Major **(MUST BE IN CLAS)**:      |
|  Street Address:        City, State, ZIP:       Telephone:       E-mail:       |  GPA:       Total hours completed:       Catalog year:       |
| **Answer all of the questions below.**1) What is the prefix and number of the course that you want to retake?      2) How many times have you completed this course with a grade? (Do NOT count withdrawals.)       |
| 3) For each attempt, list when you took this course and the grade received. | 4) List all of the pre/co-requisite(s) by course prefix and number for this course, when you took it/them and the grade received. (Note: If you have not completed all pre/co-requisites as listed in the catalog your petition will not be reviewed.) |
| Semester | Year | Grade | Pre/co-requisite | Semester  | Year | Grade |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 5) When and where do you want to retake this course? Semester       Year       Campus      6) On the Undergraduate Standards Committee (USC) petition briefly explain why you want to repeat this course and why you expect to do better on this next attempt.7) Attach one copy of unofficial ASU Transcript per petition packet. |
| **Student Signature:**  **Date**:       |

**Review and Signature of Major Advisor:**

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| **Required Documentation:*** Undergraduate Standards Committee (USC) Petition
* College Supplement
* Letter of Explanation – located on the USC petition
* ASU Unofficial Transcript - one
* Advisor Recommendation and Comments on USC Petition

**Advisor please confirm the following:**Can the student take another course and still graduate? 🞏Yes – which course \_\_\_\_\_\_\_\_\_ 🞏 No Is a grade of “C” or above required in this course for the student to graduate? 🞏 Yes 🞏 No |
| **Additional comments may be emailed to** **Phillip.Scharf@asu.edu**Advisor Signature Advisor Name (Printed) Date |