

DEPARTMENT OF HUMAN DEVELOPMENT
COLLEGE OF COMMUNITY AND PUBLIC AFFAIRS

UNDERGRADUATE GENERAL ACADEMIC PETITION

Last name _____ First Name _____

B-Number _____ Email _____

One request per form.

- Waiver or substitution of major requirement.** (Includes requesting that course is counted out of category, a change in evaluation of requirements or taking more than 8 credits of internship/independent study.) Provide course number and concise reason why waiver or substitution is being requested and the way in which the petitioned course falls within the parameters of the requested category change, if applicable. Review by the Human Development Department's Academic Standards Committee required.
- Late change of grading option** (both from letter grade to P/F or from P/F to letter grade). Major requirements may **not** be taken P/F. Provide course number and instructor's signature.
- Change of Bulletin year.** Students readmitted under recent Bulletin year requirements may petition to return to their original Bulletin provided that Bulletin is no older than ten years. Students may also request to complete degree requirements under a more recent Bulletin.
- Other** (Please specify the nature of your request.)

Indicate the specifics of your request below:

Provide copy of this petition (including required signatures) to the Human Development Academic Advisor.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Academic Advisor Signature _____ Date _____

Human Development Dept. Action: Approved Denied

Distribution: Registrar's Office HDEV Office Student

HUMAN DEVELOPMENT UNDERGRADUATE GENERAL ACADEMIC PETITION

Who should use this form?

- This form should be used by undergraduate Human Development students only.

What is it used for?

Any exception to Academic Policies, such as:

- Requesting a waiver of, substitution of, or exception to a major requirement. This includes requesting that a course is counted out of category, a change be made in the evaluation of your requirements or taking more than 8 credits of internship/independent study. *Students must clearly and concisely articulate the way in which the petitioned course falls within the parameters of the requested category change.*
- Late change of grading option (both from letter grade to P/F or from P/F to letter grade).
- Change a student's catalogue year.

Who needs to sign it?

- In the case of the first two examples, the instructor and academic advisor must sign the petition. For all other examples, only the academic advisor needs to sign the petition.

Where does it go?

- After the student has obtained the appropriate signatures, the form is given to the academic advisor for processing.
- The student's copy of the form may be picked up in the Peer Advising Office once it has been processed. *Students requesting a course waiver or substitution should be aware of the fact that the petition must be reviewed by the Academic Standards Committee which meets on an as-needed basis.*