

COLLEGE OF ARTS AND SCIENCES

BOSTON UNIVERSITY • 725 Commonwealth Avenue, Boston, MA 02215

College Requirement Petition

To be completed by student

Please read directions on reverse side **before** filling in the information requested.

Name: _____

ID: _____

Address: _____

Phone: _____

Email: _____

Concentration(s): _____

Faculty Advisor: _____

Expected Graduation Date: _____

Please attach a brief letter explaining your request and the reasons that support this petition. Be sure to review and refer to specific CAS rules found in the Boston University Undergraduate Programs Bulletin in preparing this letter.

I certify that I have read the back of this petition and have referred to the Boston University **Undergraduate Programs Bulletin** regarding CAS College requirements.

Student Signature: _____

Date: _____

To be completed by Dean's Office: Response to petition: Approve _____ Deny _____ Other _____

Signature: _____

Date: _____

College Requirement Petition Instructions

Read carefully before completing this petition. **Incomplete or incorrect petitions will be mailed back to the student.**

1. All College requirements are outlined in the College of Arts and Sciences section of the **Undergraduate Programs Bulletin**. Read the appropriate sections before completing this petition.
2. Use this petition for College requirements only.
3. Please **do not** use this petition for the following:

MAJOR/MINOR CONCENTRATION REQUIREMENTS

Requests concerning major/minor concentration requirements are handled by the respective departments. Departments are responsible for notifying the CAS Student Records Office of decisions in writing (e.g., course exceptions, substitutions, exemptions, etc.).

EVALUATION OF TRANSFER CREDIT

Use the *Transfer Course Equivalency Form* available in CAS Room 105 and Room B3. Students who are requesting **re-evaluation** of transfer credit should also use the *Transfer Course Equivalency Form*.

WAIVER OF RESIDENCE REQUIREMENT

Use the *Residence Requirement Waiver* form available in CAS Room 105 and Room B3.

PART-TIME STATUS.

Use the *Part-time Status Petition* available in CAS Room 105 and Room B3

COURSE OVERLOAD FEE WAIVER

Use the *Course Overload Fee Waiver* form available in CAS Room 105 and Room B3.

4. Fill out the front of this petition and write a letter outlining the specific reasons for the petition. Attach any supporting documents. Include dates, course numbers, and titles where applicable. Be certain to sign and date the petition.
5. Please submit all materials to the CAS Associate Dean for Undergraduate Programs, CAS Room 102.
6. You will be notified by mail of the action taken on your petition, usually within two weeks. Include phone numbers and an email address where you may be reached should additional information be needed.