



# Instructions

- 1) Use a ball point pen. **Check to ensure that all copies are legible.** The last copy will be the student's copy of the final action taken on the petition.
- 2) Complete all information in the upper left box.
- 3) State your request and summarize your reasons concisely and accurately. Include exact dates, course numbers and titles where applicable. If you are requesting that a course from another university fulfill a COM requirement, attach course descriptions.
- 4) If your request involves a Freshman / Sophomore requirement, this form must be turned in to Student Services. If you are petitioning a course involving your Junior and Senior requirements, you must give this form to your faculty advisor.
- 5) **A copy will be mailed to the address you listed on the petition.**
- 6) **Once you receive your copy in the mail, keep it for your records.**