Instructions for Completion of the
Petition to the University Standards Committee

1. Please word-process or type the form, or print legibly.

2. Complete the following:
   - Name, ASU ID #, Date, Local address and phone number, including zip code.
   - Major: (JMC, SW, REC)
   - College: Public Programs
   - E-Mail Address
   - Total hours completed as of date submitted. This information is at the bottom of your transcript.
   - Catalog Year: The ASU catalog year under which you are currently registered. This may be the year that you began studying at ASU; or, it could be an earlier year if you attended college in Arizona without a 3 semester or more break in attendance.
   - GPA for all ASU courses is found at the bottom of your ASU transcript.

3. Nature of Request (Check only one) Check the box that represents your request. If “Other” is selected, please indicate the nature of the specific request. Please note that a separate petition must be completed for each request.

4. Specific Request and Justification The unit and college consideration of your request will be based on the written information and supporting documentation that you provide. Please provide a detailed and clear, but brief, justification for your request (e.g., I would like to pursue concurrent degrees in Justice Studies and Political Science because I believe that having these two degrees will help me in my future career search;” or, “I want to take ECN 111 for a third time because I want to improve my GPA.”)

5. Supporting Documents In addition to justification for your request, the following additional documentation should be attached as applicable:
   - Pursue concurrent degrees: Your ASU transcript must reflect a 2.0 ASU GPA, completion of a minimum of 30 hours and you must have taken at least two (2) courses in each of the majors. If you are currently in or are requesting a concurrent degree in another college, you must also petition that college (e.g., if you want to pursue concurrent degrees in Justice Studies and Political Science, you must also petition the College of Liberal Arts and Sciences where Political Science is assigned).
   - Allow additional restricted withdrawal: Attach a completed withdrawal form signed by you and the instructor.
   - Enroll in a course for the third time: Indicate the course prefix and number and which semester and year you want to take the course.
   - Graduate under an earlier catalog: Attach curriculum check sheets for both catalogs. On a separate sheet of paper, list the courses that remain to be completed for each catalog year. Please include the course prefix and number for all the listed courses.
   - Amend General Studies requirements (e.g., Literacy, Science): You must attach a copy of the course description from the related institution’s catalog. It is also recommended that a syllabus for the course be attached.
   - Requesting other action: Please discuss the matter with your academic advisor so that together you can determine what documentation should be included.

6. Student signature and Date Please be sure to sign and date your petition.

7. Return the completed petition with appropriate documentation to the academic advisor for your major.

The Petition to the Standards Committee will be reviewed by the academic advisor and routed to the Chair or Director of your major. It will then be forwarded to the Dean’s Office for the College Committee review. Some petitions must also go to the University Standards Committee. You will be notified by mail of the committee’s decision. Please note that incomplete or illegible petitions will be returned without review.

You can find your advisor’s name and phone number on the College of Public Programs web page at http://www.asu.edu/copp/students/advisors.html.