

**Student Academic Petition**  
School of Business and Economics



Engaging the culture, changing the world.

Name \_\_\_\_\_  
(Last) (First) (Middle) (Former)

Student Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address \_\_\_\_\_ SPU Mail Stop \_\_\_\_\_  
(Number and Street) (Apt)  
\_\_\_\_\_  
(City) (State) (Zip Code)

Phone Numbers (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
(Daytime Phone) (Evening Phone)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Who is your current faculty advisor? \_\_\_\_\_

School of Business and Economics degree program: \_\_\_\_\_

Please check the box describing the item being petitioned and then follow the directions in that section. Be aware that only SBE policies may be petitioned using this form. Most university related petitions are administered through Student Academic Services.

Transfer courses taken which you wish to apply in your program of study.

College/University \_\_\_\_\_ To meet SPU course requirement:

Course #	Course Name	Credits/Grade	Course #	Course Name	Credits
_____	_____	____/____	_____	_____	_____
_____	_____	____/____	_____	_____	_____
_____	_____	____/____	_____	_____	_____
_____	_____	____/____	_____	_____	_____
_____	_____	____/____	_____	_____	_____

Attach syllabus or catalog course description(s) and transcript (unofficial). Use separate petition forms for each College/University from which you wish to transfer courses.

Advance approval to transfer courses to be taken at another institution.

College/University \_\_\_\_\_ To meet SPU course requirement:

Course #	Course Name	Credits	Course #	Course Name	Credits
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Attach syllabus or catalog course description(s). Use separate petition forms for each College/University from which you wish to transfer courses.

Waiver or adjustment of SBE curriculum requirement or other SBE issue.

Please attach a typed statement fully explaining your request. Obtain the signature of your SBE faculty advisor or professor in the area affected by this petition as described at the right. \_\_\_\_\_

**Instructions to Student:**

1. Complete this form and collect any transcripts, statements or course descriptions needed to document your petition.
2. Obtain the signature of your SBE faculty advisor or that of a faculty member in the discipline area affected by this petition.
3. Submit these completed materials to the SBE receptionist for processing.

**For Faculty Response:**

- I support this petition.
- I hesitate to support this petition because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**Petition Decision:**

- Approved  Denied

Comment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Associate Dean for Undergraduate Studies

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

- \_\_\_ Original: Student File
- \_\_\_ Student notified \_\_\_\_/\_\_\_\_/\_\_\_\_
- \_\_\_ Recorded in SBE