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STUDENT REQUEST:

Name _____

UC-ID #: _____ Date: _____

Please complete the following information
(whether it is a change or not).

☐ FRESH ☐ SOPH ☐ JUNIOR ☐ SENIOR

Major: _____ **Is this a change?** ☐

Grad Date: Month: _____ Year: _____ ☐

Bulletin under which you intend to graduate:
20__ - 20__ ☐

This form is used to request changes to requirements listed in the Academic Bulletin. Appropriate changes include:

1. **Course substitutions** for General Education, major, emphasis or minor. (Only courses taken at Union or approved for transfer may be used as a substitution.)
2. **Waiving or modifying** department or college policies
3. **Waiving course requirements** for general education, major, emphasis or minor – this is typically done if the student is able to show course content knowledge through such means as work experience, professional development, certifications, and/or coursework not deemed transferable by the institution. (No credits are awarded with waiving requirements.)

REQUEST AND REASON:

If you are requesting to substitute a class from another institution, you may need to provide appropriate documentation of the course content, i.e. a syllabus or course description. Incomplete petitions will be returned to the student.

Student Signature: _____ Date: _____

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SIGNATURES:

APPV DENIED COMMENT:

Advisor: ☐ ☐ _____

Print: _____ Signature: _____ Date: _____

Program Director (Course Req): ☐ ☐ _____

Print: _____ Signature: _____ Date: _____

Program Director (Student Major): ☐ ☐ _____

Print: _____ Signature: _____ Date: _____

TURN OVER 

SIGNATURES:

APPV DENIED COMMENT:

Academic Dean of Student Major: ☐ ☐ _____

Print: _____ Signature: _____ Date: _____

*Vice President of Academic Admin: ☐ ☐ _____

Print: _____ Signature: _____ Date: _____

***Must get Vice President of Academic Administration's signature if requesting a petition affects general graduation requirements.**

Note: All Academic Petitions must be submitted to the Records Office one semester before your anticipated graduation.

Academic Petitions submitted later than one semester is not guaranteed to be reviewed in time, which may result in delayed graduation.

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Records Only:

APPV

DENIED

☐☐

Approved by: _____ Signature: _____ Date: _____

Recorded in PC by: _____ Signature: _____ Date: _____

Emailed (Student/Advisor) by: _____ Signature: _____ Date: _____