

## University Standards Committee Petition

- Deadline dates apply. Dates can be as much as several weeks PRIOR to the beginning of the semester or term. Please visit <https://cisa.asu.edu/standards-committee-schedule> for current deadline dates.
- All Petitions must be completed via the DocuSign System.

**Directions:**

- Complete the form below- the petition must be typed and submitted via the DocuSign System. Once all information has been entered, please be sure to click the “FINISH” button to submit.
- Please provide justification for your request and any additional information that may be helpful in the review of your petition (i.e. any pertinent information that is unique to your request).
- Send any necessary supporting documents to [cisa@asu.edu](mailto:cisa@asu.edu) (i.e. general studies check-sheets, course syllabi, etc.).

\*\*Please Note: There may be a delay in the review of your petition if it is incomplete or additional documentation is needed.\*\*

|  |                  |                               |               |                 |                                 |
|--|------------------|-------------------------------|---------------|-----------------|---------------------------------|
| ASU ID Number (10 digits located on your Suncard): |                  | Name (Last, First, Middle):   |               |                 | Date:                           |
| ASU Email:   |                  | Address City, State Zip Code: |               |                 | Phone:                          |
| College:   | Current ASU GPA: | Total ASU Hours Completed:    | Catalog Year: | Transfer Hours: | Currently Enrolled Hours (ASU): |
| College of Integrative Sciences and Arts           |                  |                               |               |                 |                                 |
| Anticipated Graduation Date:                       | Degree:          | Current Major:                |               |                 | Campus of Your Major:           |
|  |                  |                               |               |                 |                                 |

**UNIVERSITY PETITIONS**  
(Received & reviewed by College/School, forward to University Standards Committee with comment)

|  |   |
|--|---|
| <p><b>Use course to fulfill the<br/>General Studies Requirement.</b></p> | <p>Course Prefix:</p> <p>Number:</p> <p>Title:</p> <p>Is This a Transfer Course?</p> <p><b>Required Documentation</b></p> <ul style="list-style-type: none"> <li>• Course Syllabus from the relevant semester and instructor.</li> <li>• Please email documentation to <a href="mailto:cisa@asu.edu">cisa@asu.edu</a>.</li> </ul> |
| <p><b>Retain Catalog Year</b></p>  | <p>Enter Catalog Year:</p>  |

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|  |   |   |   |
|--|---|---|---|
| <p><b>Enroll in course for third time.</b></p>                     | <p>Course Prefix:</p> <p>Number:</p> <p>Title:</p>  | <p>Semester requesting to take for 3<sup>rd</sup> time:</p> <p>Year:</p> <p>Campus:</p> | <p>Course History:</p> <p>1<sup>st</sup> Attempt – Semester:</p> <p>Year:</p> <p>Grade:</p> <p>2<sup>nd</sup> Attempt – Semester:</p> <p>Year:</p> <p>Grade:</p> <p>Can another course be taken towards degree?</p> <p>No                      Yes</p> <p>If so, which course(s)?</p> |
| <p><b>Transfer credit:</b></p>                                     | <p>Acceptance of non-transferable credit.</p> <p>Adjustment of transfer GPA.</p> <p>Requirements for Second Baccalaureate.</p> <p><b>Required Documentation</b></p> <ul style="list-style-type: none"> <li>• Course Syllabus from the relevant semester and instructor.</li> <li>• Please email documents to <a href="mailto:cisa@asu.edu">cisa@asu.edu</a>.</li> </ul> |   |   |
| <p><b>Adjustment to the University Graduation Requirement:</b></p> | <p>Minimum credit hours (120 total)</p> <p>Minimum upper-division credit hours (45 total)</p> <p>Cumulative 2.00 ASU GPA</p> <p>Residency hours (30 min/56 min honors)</p>  |   |   |

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Other

Concisely explain the reason for your request. Give all pertinent information.

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|   |  |
|---|--|
| <b>COLLEGE STANDARDS COMMITTEE</b>  |  |
| Recommendation of College Standards Committee ( <i>Required</i> ):  | Approve                      Deny                      Defer |
| Comments:   |  |
| Authorized Signature:   | Date:  |
| Dean's Signature ( <b>if applicable</b> ):  | Date:  |
| <b>UNIVERSITY STANDARDS COMMITTEE</b>   |  |
| University Standards Committee Decision <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Defer <input type="checkbox"/> Withdraw |  |
| Comments:   |  |
| Authorized Signature:   | Date:  |