

UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • PO Box 141629 • Anchorage, AK 99514-1629
• Phone (907) 786-1480

For Official Use Only

ACADEMIC PETITION

Return form to Enrollment Management after obtaining all the signatures below in the designated order. A decision regarding your petition can be found at <http://uaonline.alaska.edu> under 'Degree Works'; notification of decision will be e-mailed to your UA student email account.

Name: _____ UA Student ID: _____
Last First Middle

UA Student Email: _____@uaa.alaska.edu Phone: _____ Catalog Year: _____

Degree/Certificate: _____ Major: _____ Minor: _____

Office Use Only

Approved	Not Approved	Date:	Processed by:	Comments:
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General Information

- Make sure they are filled out completely with all signatures and approval given.
- Please use the following terminology in the request:
 - Substitute: a specific course requirement is being met by applying the course indicated in place of the original course required.
 - Waiver: indicates that this is no longer a requirement for the student. No courses or credits will be applied to meet this requirement.
- Be very specific regarding request and provide supporting documents with requested items highlighted (i.e. use PSY 425 course at OSU to substitute PSY A340 course at UAA- show appropriate transfer evaluation) Back up with supporting documents, send evaluation sheets when appropriate.

Academic Petitions Instructions to Student:

- Write legibly
- Be very specific (substitute A for B, waive X)
 - Indicate specifically what requirement you are asking to be waived or substituted
 - If you indicate that you are "waiving" a requirement, do not list other courses that meet this requirement.
 - If substitution- indicate specifically what course is meeting this requirement. Give subject, course number, where taken and title
 - Please specifically indicate whether this petition is to meet a major, a minor, or GER requirement.
- Provide supporting documents, if you are substituting a course taken at another university, we will need to receive official transcripts prior to credit being awarded. You will always need to satisfy minimum university requirements.
- Make sure all signatures are present with approval given prior to submitting to Office of Registrar.
 - Please note-any petitions received before a student is fully admitted to the major listed will be denied and must be resubmitted.

I HEREBY PETITION TO: (if more space needed, please type your petition on a separate sheet and attach it to the form)

Substitute

For:

Waive

Other

This petition is for: GER Major Minor other

JUSTIFICATION: (if more space needed, please type your justification on a separate sheet and attach it to the form)

Student's Signature _____

Date _____

Name: _____ Student ID: _____

Advisor/Department/Dean must initial that the following items have been verified

If waiving a requirement, the student will still meet minimum university requirements

Student is admitted fully to major indicated on the petition (petitions will be denied if student is not admitted to the major indicated or is non-degree seeking)

If substitution, the correct subject and course number is provided for both the transfer and the UAA coursework

Courses used in substitution have not been used to meet other requirements

All signatures are present, and there are minimally two different approving signatures (one must be Dean of the School/College)

ADVISING SIGNATURES: OBTAIN IN DESIGNATED ORDER

Approved	Not Approved	Comments:
_____		_____
(1) Advisor's Printed Name	Advisor's Signature	Date _____

DEPARTMENT CHAIRPERSON FOR PETITIONED COURSE (if applicable)

Approved	Not Approved	Comments:
_____		_____
(2) Chairperson's Printed Name	Chairperson's Signature	Date _____

DEPARTMENT CHAIRPERSON OF STUDENT'S MAJOR

Approved	Not Approved	Comments:
_____		_____
(3) Chairperson's Printed Name	Chairperson's Signature	Date _____

DEAN OF THE STUDENT'S SCHOOL/COLLEGE

Approved	Not Approved	Comments:
_____		_____
(4) Dean's Printed Name	Dean's Signature	Date _____

Note: If this petition pertains to General Education Requirements and/or General University Requirements, Enrollment Management will forward it to Academic Affairs Office for review.

Approved	Not Approved	Comments:
_____		_____
Associate Vice Provost's Signature		Date _____