

NOTE: Download the form before populating the fields.

Term to be effective

Date

Student details

Name (Last, First Middle)

ASU ID number (10-digit, found on Sun Card)

ASU email

Phone

Current major

Academic unit

Location

Total ASU hours completed

ASU hours currently enrolled

Total transfer hours

ASU GPA

Catalog year

Anticipated graduation date

University petitions

Received and reviewed by college or school, forward to University Standards Committee with comment.

Adjustment to the university graduation requirement

- Minimum credit hours (120 total)
- Minimum upper-division credit hours (45 total)
- Cumulative 2.00 ASU GPA
- Residency hours (30 min. and 56 min. honors)
- Waive general studies requirement

- Use course for general studies requirement

Prefix

Number

Title

Semester completed

Year

Grade

Is this a transfer course? Yes No

Required documentation:

- Course syllabus (from the same semester and instructor with whom you took the course)
- [ASU Criteria Check Sheet](#) (Filled out, signed and dated by the professor, department chair or chair designee)

Transfer credit

- Acceptance of non-transferable credit
- Adjustment of transfer GPA
- Requirements for second baccalaureate
- Reject transfer credit

Prefix

Number

Title

Other, please explain

Concisely explain your request.

Supporting documents and signature

Required supporting documents: Unofficial transcript
 Graduation audit (DARS)

Optional documents: Page three included

Student signature

Date

Advisor recommendation

Advisor recommendations and required signature. If advisor signature is not available, an Academic Unit representative **must** complete and sign the next section.

Recommendation

Comments

Advisor signature

Date

Academic unit recommendation

Academic unit recommendation and academic unit representative signature, if the advisor signature is not provided.

Recommendation

Comments

Academic unit representative signature

Date

College or school standards committee

College or school standards committee recommendation and required signature.

Recommendation

Comments

Standards committee representative signature

Date