

Undergraduate Standards Committee Petition

How do I know if this the right form to use?

- ✓ **My major is a program offered by the Herberger Institute...**
Great - this form is only for students in a Herberger major.
- ✗ **I want to request a course substitution to replace a requirement in my major with some other course...**
This is not the right form, please contact your major Advisor to find the correct form.
- ✗ **I want to request permission to retake a course for a 3rd attempt...**
This is not the right form, please use this form: <https://forms.gle/VKh8VFUB8B5YbswKA>
- ✓ **I want to request that a General Studies requirement is waived...**
This is the correct form - please proceed!
- ✓ **I want to request that a course I took apply towards a General Studies requirement...**
This is the correct form - please proceed!
- ✓ **I want to request a change in my transferred credits...**
This is the correct form - please proceed!
- ✓ **I want to request a variance in the university's graduation requirements...**
This is the correct form - please proceed!
- ✓ **I want to petition some other University level policy...**
This is the correct form - please proceed!
- ✗ **I'm not sure if this is the right form for what I want to request...**
Please **contact your major Advisor** for guidance if this is the correct form.

Download the Undergraduate Standards Committee Petition

FIRST: download the PDF to your computer

<https://students.asu.edu/forms/undergraduate-standards-committee-petition>

THEN: rename the file and complete page 1 of the form

Student Details Section

- **Current major:** List your Herberger major; if your major is not a Herberger program, this is the wrong form for you. If are pursuing two degrees, list one.

Student details							
Name (Last, First Middle)				ASU ID number (10-digit, found on Sun Card)			
<input type="text"/>				<input type="text"/>			
ASU email				Phone			
<input type="text"/>				<input type="text"/>			
Current major		Academic unit		Location			
<input type="text"/>		Herberger Institute for Design and the Arts		<input type="text"/>			
Total ASU hours completed	ASU hours currently enrolled	Total transfer hours	ASU GPA	Catalog year	Anticipated graduation date		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

- **The bottom row:** information can be found in your Graduation Audit (DARS); confer with your major Advisor if you have any questions.

University Petitions Section

- Select the nature of the request you are making by picking one button or by listing your request in the Other area.

NOTE: if you need the **Other** area, you only list the request you are making; do not include the reason or justification of why in this box.

NOTE: if requesting to use course for general students requirement, the listed documentation of **Course syllabus and ASU Criteria Check Sheet** are mandatory; if this is not included in your submission, your petition will not be reviewed.

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

- In the box labeled **Concise** explain your request, your response must fit; text that scrolls below the visible area will be cut off and not accessible when the form is submitted.

Concise explain your request.

- Use this space (and attach additional documents if this box is insufficient) to justify your request; you do not need to reiterate the request you are making and should focus on providing the reason why you believe this exception should be granted to you.

Supporting Documents and Signature Section

- All petitions must include both a Graduation Audit (DARS) and an Unofficial Transcript.

- Supporting documents may include statements you have written, documentation from a

a professional or faculty member, or in the case of a General Studies request, the Course Syllabi and ASU Criteria Check Sheet. Some requests may not need any additional supporting documents.

- If you have any question about what supporting documentation is needed, please consult with your Academic Advisor before submitting your petition.

- Type your name and the date to “sign” the document.

Supporting documents and signature

Required supporting documents: Unofficial transcript Optional documents: Page three included
 Graduation audit (DARS)

Submit the Undergraduate Standards Committee Petition

Email the petition file and all supporting documentation to: herbergerpetition@asu.edu