

❶ **STUDENT INFORMATION – PLEASE PRINT**

Name (First and Last):	<input type="text"/>	Student ID:	<input type="text"/>
NPU Email:	<input type="text"/>		
Major/Program:	<input type="text"/>		

❷ **PETITION SUMMARY:**

Provide a concise and clear summary of the petition request and decision for the committee.

<input type="text"/>

❸ **DOCUMENTATION (Please do NOT staple your documents):**

Provide the following information along with this petition for formal consideration.

- A typed summary (maximum of 1 page) that explains your petition request and the justification of this request. It is important that it is clearly stated what decision you would like the SASC to review AND what evidence and support you believe provide a basis for the SASC's decision.
- Relevant supporting documentation. This may include: Transcript copies, syllabus copies, emails or letters in support of your petition. Review your petition and supporting materials with your faculty advisor to ensure completeness.

❹ **APPROVALS:**

You should obtain the following signatures PRIOR to submitting this petition. Petitions without the necessary signatures are less likely to be approved.

Advisor **First and Last Name:**
(Print clearly)

- I support this petition and verify that the student has prepared the proper documentation for the petition.

Comments:

<input type="text"/>	Date:	<input type="text"/>
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Advisor Signature:

Department Chair **First and Last Name:**
(Print clearly)

- I support this petition and verify that the student has prepared the proper documentation for the petition.

Comments:

<input type="text"/>	Date:	<input type="text"/>
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Department Signature:

IF your petition relates to the CORE CURRICULUM, you must have approval from the GE Department.

All petitions substituting a class for a regular General Education Requirement are required to submit a syllabus for the class taken to the Director of General Education for review. If the substitution is for a Writing Intensive (WI) or Writing Research (WR) course, the syllabus materials must include a description of the relevant writing assignments for the course.

GE Department Chair **First and Last Name:**
(Print clearly)

- I support this petition and verify that the student has prepared the proper documentation for the petition.

Comments:

<input type="text"/>	Date:	<input type="text"/>
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GE Department Signature:

❺ **SUBMISSION:** Drop this petition and supporting documentation with Student Services. The SASC meets monthly and you will be notified of the committee's decision by email.

COMMITTEE USE ONLY:

Date Received: **Date Reviewed:**

- Approved** **Rejected**

Comments: