



PETITION TO CHANGE ACADEMIC REQUIREMENTS
(Use to request increased academic load, or to waive a course.)

1. Indicate your request.
2. **State specifically the reason for the request on the back or on a separate page.**
3. Obtain Academic Advisor signature.
4. Submit petition to the Registrar in the Administration Office.
5. Look for response to the petition in the mail.

I, _____, petition the Academic Committee of William Jessup University to grant the following request:

To be allowed to take an academic load beyond the maximum number of units per semester. I request to be able to take _____ units for _____ semester, 20____. My cumulative GPA is _____.

- Student must demonstrate the existence of exceptional circumstances.
- Student must receive approvals from their academic advisor.
- Student must carry a cumulative GPA of 3.5 or above.
- Meeting these criteria does not guarantee approval of the petition. The Registrar and VPAA will consider the petitions and inform the student of a decision via email.

To waive the following course or courses: _____

If request is approved, the student will fulfill the academic requirement but does not receive credit for the course. Courses taken for unit equivalence are determined by the department chair.

To fulfill the requirement of _____

with the following course _____.

To receive credit for the following course(s):

Course #	Course Name	University/University transcript
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Please explain specifically and clearly the reason for this petition on the back side of this form or on an attached sheet of paper.

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

Petition Granted _____ Petition Denied _____

Official Signature _____ Date _____

\$30 processing fee