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):

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>University/University transcript</th>
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<tbody>
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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