Directions for Petition

The petition form is designed to request an exception be made to a policy or transfer credit. Petitions must be legible, complete, and detailed. Incomplete petitions will not be reviewed. Use this page as a check list to ensure your petition is complete. **Please note that submission of a petition does not guarantee approval of your request.**

**Transfer Credit:**
- ☐ Petition stating title of transfer course, prefix and number, and the CU Denver course for which you are requesting equivalent credit.
- ☐ Course syllabus of the transfer class for which you are requesting credit.

**Credit Overload:**
- ☐ Petition stating the reason that you are requesting an overload of credit and explanation of how you plan to handle the overload schedule.
- ☐ Schedule Adjustment Form indicating the course(s) you are requesting for overload.

**Retroactive Withdraw from Semester:**
- ☐ Petition stating your desired semester* of withdrawal.
  - *Students must withdraw from **ALL courses** taken during the indicated semester.
- ☐ Documentation supporting the circumstances: medical, travel, family, etc.
- ☐ IMPORTANT: This must be submitted **within one year of the end of the indicated semester.**

**Waive BGEN Experiential Learning:**
- ☐ Petition stating the work experience that qualifies you to waive the BGEN requirement. You must have a minimum of one year of work experience in a job related to your major.
- ☐ Your updated **resume**.
- ☐ Your **job description**.
- ☐ A **letter from your employer** on company letterhead confirming the dates of your employment.

**Replace MGMT 1200 – Career and Professional Development:**
- ☐ Petition stating which business elective should replace* MGMT 1200 and explanation of why you feel this course will better benefit you in your career.
  - *Students must replace MGMT 1200 with another business elective
- ☐ Your updated **resume** showing work experience in a field related to your major. Resume must include number of years worked and a brief description of job responsibilities.
<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
<th>Student I.D. Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>APT #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Phone</th>
<th>Secondary Phone</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School of Enrollment</th>
<th>Major</th>
<th>Term Admitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Detailed Request and Reason (written here or attached document):**

---

**Student Signature**

---

**Date**

---

**Petition:**

- **Approved:**
- **Disapproved:**

**Comments:**

---

**Committee Chairperson Signature**

---

**Date**

---