Petition for Adjustment of Requirements
Undergraduate students

INSTRUCTIONS FOR FILING PETITION: It is recommended that you meet with your advisor to discuss your request.

- Complete the petition according to the following instructions:
- This petition **must be typed** and filled out completely. Please email the completed petition to your advisor as a Word document only.
- Use your current ASU email address as your results will be sent via email.
- **State your request** in the section marked "SPECIFIC REQUEST AND JUSTIFICATION OF REQUEST." If your statement goes beyond one page, you can continue to type and this form will add a page.
- **The 'JUSTIFICATION OF REQUEST" must be stated clearly** explaining why you should be allowed to be exempt for a policy that all other student must follow. Grammar, punctuation and spelling are important elements of your petition. Attachments should include supporting documents only. Your petition should clearly state the semester in which you are requesting the exception. Your request must be accurate and complete and contains all required information; for example, a request for a course overload must include the total amount of credits requested and the specific class.

Name: Type Name		**ASU ID:** Type 10 Digit #	**Date:** Type Date
Academic Year: Type Academic Year (i.e. Freshman, Sophomore, Junior, Senior)		**Major:** Type Major	**Secondary Education Areas:** Type Area
Campus: Type Campus (i.e. Sync, Tempe, West Valley)	**ASU Email:** Type Email		

Total Hrs. Completed: Type Hours	**ASU GPA:** Type GPA	**Catalog Year:** Type Year	**Term of Request** (i.e. Fall 2026) Type Term

NATURE OF REQUEST: Please check applicable reason for petition.

☐ Adjustment to normal program progression	☐ Taking more than 1 course with student teaching
☐ Course overload (over 19 credits for fall/spring) Total amount of credits requested for semester/session: Type Credits	☐ Take a course for the third time (second grade must be posted) ☐ Fall ☐ Spring ☐ Summer
	☐ Other: Type of Request

SPECIFIC REQUEST and JUSTIFICATION: Explain your request in the space below. You may also attach supporting documents. Be specific and include details about why and how you are going to accomplish your request. If requesting a course overload, please include the course name, prefix and session you plan to take these. If not approved, what is your alternative plan?

Space will expand as you type.

Student Signature: Type Student Name	Date: Type Date
Advisor Name: Type Advisor Name	
Petition Decision: ☐ Approved ☐ Disapprove	
Approval Signature: Type Approver Name	Date: Type Date
Notes: Type Notes	