STUDENT PETITION PROCEDURE  
FOR UNIVERSITY LEVEL REGULATIONS

A student may request a waiver or variance of a rule. Some rules are under the purview of a college, others are established by the university and others are governed by the Board of Regents of the University System of Georgia. Petitions of college rules are filed with the college that established the rule. A copy of the college procedures for handling petitions can be obtained from the Office of Academic Assistance of the college that established the rule. Petitions of university rules or Board of Regents rules are filed through the Office of the Registrar, the Office of the Associate Provost or through the Offices of Academic Assistance.

Petitions of University or Board of Regents Rules

A student who petitions a rule established by the University administration, the University Senate or the Board of Regents will present the request on forms provided for this purpose and available through the Office of the Registrar and the Office of the Associate Provost. The completed form shall be submitted to the Office of Academic Assistance of the student's college, the Office of the Associate Provost or to the Office of the Registrar no later than noon of the second Friday of the semester. Subsequent questions should be directed to the office where the petition was filed.

If the chair of Admissions and Standards receives the complete petition file no later than 12:00 noon on the second Friday of a semester, the Committee on Admissions and Standards will make a ruling on the matter before the end of the semester. Any petitions that are received by the Committee after the second Friday of a semester will be handled in an expeditious manner, but the Committee cannot assure that the petition will be resolved before the end of the semester.

For summer term only, because of the shortened time frame, a complete petition file must be received by the Chair of the Admissions and Standards committee by 12:00 noon of the first Friday of the summer term, if the Committee is expected to make a ruling before the end of that term. Consequently, the petition must be filed with the Office of the Registrar at least a week before the first Friday of the summer term.

Please Note: Once a degree has been received, any petition related to that degree program must be initiated within the next six months of the date of graduation.
**University-Level Petition**

This form is to be used only by students who wish to petition for an exception to an academic regulation or degree requirement that is not decided by the college, or the Office of Undergraduate Admissions. See the reverse side of this form or consult the Office of the Registrar or your Office of Academic Assistance to determine the appropriate decision-maker for your request.

Please fill out the fields via the web. When finished, print the completed form and sign it. Please send completed form with all supporting documentation to:

Wanda Taylor  
Associate Provost Office  
PO Box 3985  
Georgia State University  
Atlanta, GA 30303-3985  
**In person:** 1013 1 Park Place South

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<tr>
<th>Name:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Address:</td>
<td>Degree/Major:</td>
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<td>Daytime phone:</td>
<td>Student Number/SSN:</td>
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Students will be contacted regarding their appeal via their official Georgia State University e-mail address.

**SUMMARY:** The following statement is to be a summary of the petition, that is, a brief statement of the general topic of the petition. Do not attempt to state your entire case here.

I petition the following deviation from the usual regulations or requirements of Georgia State University:

Narrative justification to substantiate the requested deviation must be typed and submitted on a separate sheet(s) of paper. Only one copy of the justification is required. State your case completely and concisely keeping to relevant facts. Be certain your petition is written clearly and presents your case well. Supporting documentation must be attached. This documentation must include:

- A current copy of your PACE form
- A current copy your Georgia State transcripts
- Current transcripts from any other college you have attended.

It is your responsibility to include any other documentation necessary to evaluate your petition. Once you have submitted a petition, you may not add anything to your documentation.

I certify that the information provided for this petition is true and accurate to the best of my knowledge.

Signature of Student
DECISION MAKERS FOR VARIOUS CATEGORIES OF PETITIONS

COLLEGE’S AUTHORITY

- College Registration Restrictions (GPA/Hours Prerequisites)
- Course substitutions (graduate & undergraduate)
  College should note that substitutions in the core curriculum constitute making an exception to a Regent’s regulation and would not necessarily be honored by another college within GSU or by another institution. Thus, they should be made rarely and with caution.
- Readmission from suspension or exclusion (graduate and undergraduate)
- Hours shortages (graduate)
- GPA for graduation (graduate)
- Transfer credit (graduate)
- Residency requirements (graduate)
- Residency requirement for the major (undergraduate)
- Extensions of time limit for completing degree (graduate)
- Acceptance of transfer credit taken while on suspension (undergraduate)
- Teacher education issues (graduate and undergraduate)
- Academic Standing
- Transient coursework
- Policy on comprehensive exams, proficiencies, recitals, portfolios, and similar evaluations
- Change catalog editions (undergraduate)

UNIVERSITY’S AUTHORITY

- Regent’s Test (undergraduate)
- CLEP and AP credit (undergraduate)
  Office of Admissions would be the designee in consultation with the relevant academic discipline (department or school)
- History and Constitution (undergraduate)
- Exceptions to academic renewal regulations (undergraduate)
- Hours shortages (undergraduate)
- GPA for graduation (undergraduate)
- Transfer credit (undergraduate)
  Office of Admissions would be the designee in consultation with the relevant academic discipline whose decision on the equivalence of a course would apply to students in all colleges with credit for the course
- “D” credit policy (undergraduate)
- Residency requirement for overall upper-Level hours (undergraduate)
- Graduation with honors (undergraduate)
- CPC requirements