

Academic Petition/Request for Transfer Credit Form

Students should provide any documentation or statement to support their request (course descriptions, syllabi, medical records, legal documents, death certificate, financial records, etc.). Petitions may take approximately a week to review. **No petitions will be accepted after the student has graduated from a program. Petitions related to academic withdrawals will not be accepted after one calendar year from the end of the semester in which the course was taken.**

Name: _____ ID#: _____ Phone: (____) _____
Print / Signature

Email: _____ Major(s): _____ Minor(s): _____

Petition and Reason for the Request

TERM: Fall _____ Spring _____ Summer _____

*** Note- Approval of late withdrawals of a course(s) does not imply or guarantee a refund of fees. Please attach add/drop or withdrawal form with request as applicable.**

- Late withdrawal of a course/term
 Waiver of General Education requirement
 Permission to submit graduation application late
 Other (explain below)
 Permission for course semester overload (18 credits and above)
 Permission to take an SGPS course (list course below)
 Permission to take a traditional course (list course below)

Course No.	Course Title	Section	Credit	Student's Academic Advisor :	
				_____ <small>Print / Signature</small>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
				Academic Dean or Dept Chair _____ <small>Print / Signature</small>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
				International Student Advisor: _____ <small>Print / Signature</small>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

PERMISSION TO TAKE/TRANSFER A COURSE OFF-CAMPUS - NAME OF SCHOOL _____

Courses requesting to be transferred			Requested WAU course equivalency			For use by Department Chairs that house the requested WAU equivalency only:	
Course No.	Course Title	Cr	Course No.	Course Title	Cr		
1						Student's Academic Advisor : _____ <small>Print / Signature</small>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Note: <ul style="list-style-type: none"> Transcript must be sent to WAU's Office of the Registrar. Transfer credits will only be awarded for coursework with a grade of "C" (2.0) or higher. Transfer of credit for the course(s) listed above is contingent on final review of your official transcript from the above-listed institution. 						Academic Dean or Dept Chair _____ <small>Print / Signature</small>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
						International Student Advisor: _____ <small>Print / Signature</small>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied