

Name \_\_\_\_\_ ID # \_\_\_\_\_

FR  SO  JR  SR      Date: \_\_\_\_\_

**Please complete the following information (whether it is a change or not).**

Major \_\_\_\_\_  **Is this a change?**  
 Graduation Date: Month: \_\_\_\_\_ Year: \_\_\_\_\_   
 Bulletin under which you intend to graduate:  
 20\_\_\_\_ - 20\_\_\_\_

*This form is used to request changes to requirements listed in the Academic Bulletin. Appropriate changes include:*

- 1) Course substitutions for General Education, major, emphasis or minor. (Only courses taken at Union or accepted for transfer may be used as a substitution.)
- 2) Waiving or modifying department or college policies
- 3) Waiving course requirements for general education, major, emphasis or minor—this is typically done if the student is able to show course content knowledge through such means as work experience, professional development, certifications, and/or coursework not deemed transferable by the institution. (No credits are awarded with waiving requirements.)

**REQUEST and REASON:**

If you are requesting to substitute a class from another institution, please provide appropriate documentation of the course content, i.e. a syllabus or course description. Incomplete petitions will be returned.

Student Signature \_\_\_\_\_

	SIGNATURE	DATE	RECOMMENDED	NOT RECOMMENDED
<b>Advisor</b>			<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

<b>Division Chair (course requested)</b>			<input type="checkbox"/>	<input type="checkbox"/>
------------------------------------------	--	--	--------------------------	--------------------------

Comments: \_\_\_\_\_

<b>Division Chair (student's major)</b>			<input type="checkbox"/>	<input type="checkbox"/>
-----------------------------------------	--	--	--------------------------	--------------------------

Comments: \_\_\_\_\_