

## **Instructions for Completion of the Petition to the College Standards Committee**

1. **Please word-process, type the form, or print legibly.**
2. **Complete the following:**
  - **Name, ASU ID #, Date, Local address and phone number**, including zip code.
  - **Major:** Journalism & Mass Communication.
  - **College:** Walter Cronkite School of Journalism & Mass Communication.
  - **E-Mail Address**
  - **Total hours completed** as of date submitted. This information is in the first page of your DARS printout.
  - **Catalog Year:** The ASU catalog year is probably the year you began taking courses at ASU. If you are uncertain, just indicate the current catalog year (205-2006).
  - **GPA** for all ASU courses is found on the first page of your DARS printout.
3. **Request for a Course Overload** – Please state clearly but briefly your reason for requesting a course overload.
  - **Fall or Spring semester**  
OR
  - **Summer Session** *Please note: These petitions are rarely approved.*
4. **Student Signature and Date** Please be sure to sign and date your petition.
5. **Return the completed petition to your academic advisor.**

You will be notified by e-mail or phone of the committee's decision. Please note that incomplete or illegible petitions will be returned without review.

