

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

### **1. Provide the following information:**

- **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 the date of the petition. This information is on the first page of your DARS printout.
- **Catalog Year:** The ASU catalog year is the year you began taking courses at ASU. If you are not sure, enter the current year.
- **GPA** for all ASU courses is found on the first page of your DARS printout.

### **2. Nature of Request (Check only one)** Check the box that represents your request. If “Other” is selected, please indicate the nature of the specific request. Please note that a separate petition must be completed for each request.

### **3. Specific Request and Justification** Please provide a detailed and clear, but brief, justification for your request. For example, “I would like to pursue concurrent degrees in Journalism & Mass Communication and Political Science because I believe that having these two degrees will help me in my future career.” or, “I want to take ECN 111 for a third time because I want to improve my GPA.”)

### **4. Supporting Documents** In addition to the justification for your request, the following additional documentation should be attached as applicable:

- **Pursue concurrent degrees:** Your ASU transcript must reflect a 2.0 ASU GPA and the completion of a minimum of 30 hours. If you are currently in or are requesting a concurrent degree in another college, you must also petition that college (e.g. if you want to pursue concurrent degrees in Journalism & Mass Communication and Political Science, you must also petition the College of Liberal Arts and Sciences.)
- **Enroll in a course for the third time:** Indicate the course prefix and number and which semester and year you want to take the course.
- **Graduate under an earlier catalog:** Attach curriculum check sheets for both catalogs. Meet with an advisor prior to submission of request.
- **Amend General Studies requirements** (e.g. Literacy, Science): You must attach a copy of the course description from the transfer institution’s catalog. It is also recommended that a syllabus for the course be attached.

**Request other action:** Please discuss the matter with your academic advisor so that together you can determine what documentation should be included.

### **5. Student signature and Date** Please be sure to sign and date your petition.

### **6. Return the completed petition with appropriate documentation to your academic advisor.**

The Petition to the Standards Committee will be reviewed by your academic advisor and routed to the Associate Dean of the Cronkite School. Some petitions must also go to the University Standards Committee.

**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.



**Walter Cronkite School of Journalism & Mass Communication  
University Standards Committee Petition**

**Blind Petition**

Name (Last, First)		ASU Student ID	Date
Local Mailing Address		City, State, Zip	Local Phone
Major	College if other than Cronkite School	E-Mail Address	
Total Hours Completed	Current GPA	Catalog Enrolled Under	

**Nature of Request (Check only one)**

<input type="checkbox"/> Pursue concurrent degrees in _____ and _____	<b>Amend General Studies Requirement:</b> ___ Literacy (L) ___ Natural Sciences (SG/SQ) ___ Mathematical Studies (MA/CS) ___ Humanities/Fine Arts (HU) ___ Social/Behavioral Sciences (SB) ___ Awareness Area: <input type="checkbox"/> C <input type="checkbox"/> G <input type="checkbox"/> H
<input type="checkbox"/> Enroll in a course for a third time Course: _____	
<input type="checkbox"/> Graduate under an earlier catalog Catalog: _____	
<input type="checkbox"/> Other _____ _____ _____	
Specific Request and Justification: (Attach additional sheet if necessary)	
Student Signature	Date (mm/dd/yy)

DO NOT WRITE BELOW THIS LINE

Recommendation of Advisor: <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval <input type="checkbox"/> Forward without Recommendation Comments:  _____ Advisor Signature	_____ Date
Standards Committee/Dean's Designee/ Dean's Recommendation: <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval Comments:  _____ Authorized Signature	_____ Date

**Instructions on back**

DARS \_\_\_ notification to student \_\_\_  
 copy- file \_\_\_ copy-graduation \_\_\_