

# UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • 3211 Providence Drive • Anchorage, AK 99508 • (907) 786-1480

## ACADEMIC PETITION

A decision regarding your petition can be found in DegreeWorks at <http://uaonline.alaska.edu>.  
Notification of the decision will be sent to your preferred email account.

Name: \_\_\_\_\_ UA Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Catalog Year: \_\_\_\_\_ Email: \_\_\_\_\_ Make my preferred email.

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

### **IMPORTANT INFORMATION**

- Be very specific (i.e. Substitute A for B, waive X, fulfill requirement Y, etc.).
  - If you indicate that you are waiving a requirement, do not list another course that meets this requirement.
  - If you are substituting a course for a requirement, provide the subject, course number and title of the substituting course, as well as the university at which the course was completed.
  - Indicate whether the petition is intended to fulfill a major, minor or GER requirement (top of second page).
- Provide supporting documentation. If you are substituting a course completed at another regionally accredited institution for a degree requirement, we must have received an official copy of your transcript before this petition can be enforced in DegreeWorks.
- Any petitions received while a student is admitted as a pre-major will not be applied in DegreeWorks until the student is admitted to full major status. Students may email [uaa.degrees@alaska.edu](mailto:uaa.degrees@alaska.edu) once DegreeWorks shows full major status to request to have the petition applied.
- UAA courses not on the approved baccalaureate GER list **cannot** be petitioned to meet a GER.
- You will always need to satisfy minimum university requirements. General University Requirements (except for the extension of a catalog year by 1 semesters) are **not** petitionable.

### **SECTION I (To be completed by the student)**

Check if this is a **pre-petition** (i.e. petition submitted before student completes course). Pre-petitions will be noted in DegreeWorks but not enforced until official transcript is received.

#### **I hereby petition to (select only one):**

Substitute UAA course:	For specific course/degree requirement:
Substitute transfer course (include school):	For specific course/degree requirement:
Substitute National Student Exchange/International Student Exchange course:	For specific course/degree requirement:
Waive: ( <i>Do not list a substitute.</i> )	
Extend my catalog by one semester.	

**This petition is for (choose all that apply):**      Major      Minor      College Requirement      GER      GCR\*  
**Rationale: Why should your petition be approved?** *(Please securely attach a separate sheet if more space is needed.)*

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* General Course Requirements (GCR) for AAS

**SECTION II**

**ADVISOR COMMENTS (Optional)**

Comments:

*I have verified that the course was completed at a regionally accredited institution and that the student is admitted to the major listed above.*

\_\_\_\_\_  
**Advisor's Printed Name**                      **Advisor's Signature**                      **Date**

**DEPARTMENT CHAIRPERSON FOR PETITIONED COURSE (Optional unless request is for GER)**

Approved      Not approved      Comments:

\_\_\_\_\_  
**Chairperson's Printed Name**                      **Chairperson's Signature**                      **Date**

**DEPARTMENT CHAIRPERSON OF STUDENT'S MAJOR (Required)**

Approved      Not approved      Comments:

\_\_\_\_\_  
**Chairperson's Printed Name**                      **Chairperson's Signature**                      **Date**

**DEAN OF THE STUDENT'S SCHOOL/COLLEGE (Required)**

Approved      Not approved      Comments:

\_\_\_\_\_  
**Dean's Printed Name**                      **Dean's Signature**                      **Date**

**If this petition pertains to General Education Requirements, Enrollment Services  
will forward it to the Office of Academic Affairs for final review.**

Approved      Not approved      Comments:

\_\_\_\_\_  
**Vice Provost for Undergraduate Academic Affairs's Signature**                      **Date**