RCB PETITION INFORMATION

Before deciding to file a petition, please keep in mind that both the university graduate and undergraduate catalogs state that it is the responsibility of each student to keep apprised of current requirements for his/her particular program.

Given this philosophy of students' responsibility, it follows that a regulation will not be waived or an exception granted solely because a student pleads ignorance of the regulation or asserts that he or she was not personally informed of a specific requirement by an adviser or other university authority.

The university and the college also expect students to seek clarification about any information they receive, orally or in writing, that appears to be in conflict with stated degree requirements and academic regulations before acting on this information.

INSTRUCTIONS FOR PREPARING AND FILING PETITIONS

Read these instructions before writing your justification statement. Incomplete petitions will be returned to you.

1. Petitions may be submitted to request approval of deviation from standard catalog requirements. See the attached list of categories of petitions that are under the college's authority to decide.

2. This form, the typed petition and justification statements, and other supporting documentation must be returned to the Undergraduate Office of Academic Assistance, 315 RCB Building (35 Broad Street). Mailing address: Undergraduate Office of Academic Assistance, J. Mack Robinson College of Business, PO BOX 3988, Georgia State University, Atlanta, GA 30302-3988

3. If the petition relates to a Georgia State University course not taught by the Robinson College of Business or to a course from another institution, submit a course outline with the petition. If a syllabus is needed for an RCB course, you will be notified.

4. We suggest that you draft the petition and justification statements before submitting them for consideration. If you would like assistance in preparation of your petition, schedule an appointment with one of the counselors. **We will be happy to review your draft for clarity or give other assistance in preparation of the petition.**

Your petition should have two sections: 1) STATEMENT OF THE DEVIATION/EXCEPTION REQUESTED and 2) REASONS FOR THE REQUEST/JUSTIFICATION FOR APPROVAL OF THE REQUEST.

5. In accordance with the college's petitions procedure, petitions should be submitted four weeks prior to the event to which the petition relates. No guarantee can be made that decisions on petitions will be made before registration if they are submitted close to the beginning of a registration period. You will be mailed a copy of this form (or other written response) normally within 15 work days from the date the petition is received. (Work days are counted as Monday through Friday except university holidays.)

6. See the reverse side of this form for the section to be completed by you.
STUDENT PETITION PROCEDURE
FOR COLLEGE-LEVEL REGULATIONS

A student may request a waiver of specific requirements of the college or substitution of courses in a business degree program by completing the attached RCB petition form and providing appropriate documentation/justification on a separate sheet of paper.

Refer to the list below for the various categories of petitions which fall under the college's authority. You should submit a university-level petition if your request falls under the university's authority.

Appropriate faculty and/or administrative staff, as determined by the dean of the college will review RCB petitions. Students will receive a written response from the dean's designee normally within 15 work days from the date the petition is received. (Work days are counted Monday through Friday except university holidays.) No guarantee can be made that decisions on petitions will be made before registration if they are submitted close to the beginning of a registration period.

DETACH THIS COVER SHEET BEFORE SUBMITTING YOUR PETITION

CATEGORIES OF PETITIONS WHICH FALL UNDER THE COLLEGE'S AUTHORITY

- College registration restrictions: GPA/hours, prerequisites (graduate and undergraduate)
- Course substitutions (graduate and undergraduate other than core curriculum)
- Readmission from suspension or exclusion (graduate)
- Hours shortages (graduate)
- GPA for graduation (graduate)
- Transfer credit (graduate)
- Residency requirements (graduate)
- Residency requirement for the major (undergraduate)
- Extensions of time limit for completing degree (graduate)
- Acceptance of transfer credit taken while on suspension (undergraduate)
- Teacher education issues (graduate and undergraduate)
- Academic standing (graduate and undergraduate)
- Transient coursework (graduate and undergraduate)
- Policy on comprehensive exams, proficiencies, recitals, portfolios, and similar evaluations (graduate and undergraduate)
- Changing catalog editions (graduate and undergraduate)
The college’s decision shown below is based on the information provided in your petition and on a review of other relevant information (such as your overall record or consultation with other faculty or staff, as appropriate).

The petition is
☐ approved    ☐ approved with conditions    ☐ disapproved    ☐ deferred

by:
☐ M. Colleen Joyce
   Director of Undergraduate Academic Assistance

Approver’s Signature

Conditions / Comments, if any: