

RCB PETITION INFORMATION

Before deciding to file a petition, please keep in mind that the university graduate catalog states 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 advisor 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 Office of Graduate Admissions and Student Services, 605 RCB Building (35 Broad Street). Mailing address: Graduate Admissions and Student Services, J. Mack Robinson College of Business, Georgia State University, P.O. Box 3988, Atlanta, Georgia 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 advisors. **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
- Course substitutions
- Readmission from suspension or exclusion
- Hours shortages
- GPA for graduation
- Transfer credit
- Residency requirements
- Extensions of time limit for completing degree
- Teacher education issues
- Academic standing
- Transient coursework
- Policy on comprehensive exams, proficiencies, recitals, portfolios, and similar evaluations
- Changing catalog editions

Petition / Appeal Response
J. Mack Robinson College of Business
Georgia State University

Name: _____ Panther ID #: _____

Degree/Major: _____ Date: _____

Petition Category: _____ Daytime Phone Number: _____

Official GSU E-mail Address: _____@student.gsu.edu

Mailing Address: _____

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:

- H. Fenwick Huss, Dean
- Jane F. Mutchler, Associate Dean
- Toby McChesney, Director of Graduate Recruiting and Student Services
- Karen Loch, Director, Global Partners MBA Program
- _____

Signature

Conditions / Comments, if any: