

UNIVERSITY of ALASKA ANCHORAGE

Kenai Peninsula College - Registrar • 156 Collge Rd. • Kenai, AK 99611
Phone (907) 262-0311

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/KPC 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 degrees@uaa.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 one semester) 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: (Do not list a substitute.)	
Extend my catalog by one semester.	

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

Student signature: _____ Date: _____

Type or sign your name above

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 or college requirement)

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' Signature Date