



DALLAS INTERNATIONAL UNIVERSITY

Academic Petition Form

Last or family name

First or given name

Middle or other name or initial

Student ID Number

Notes to the student petitioner. IT IS BEST TO GET THE ASSISTANCE OF YOUR ADVISOR TO PROPERLY FILL OUT THIS FORM. PETITIONS FILLED OUT INCORRECTLY OR WITH INSUFFICIENT INFORMATION WILL NEED TO BE RESUBMITTED. If needed, fill out the Petition Box after point four with sufficient information such that the approver will be able to fully understand your situation. PLEASE NOTE: If you are not yet admitted to DIU, this form will not be accepted. If you do not have an approved IPS, you are not yet officially in a degree program.

Indicate your status below:

I have Gateway Admission status (no IPS)

I am an Undeclared Undergraduate student (no IPS)

I am an Undeclared Graduate Student (no IPS)

I have an **Intended Plan of Study (IPS)** on file in the Registrar’s Office. *If you have an IPS on file, fill in the degree or certificate program name below, and the degree concentration if applicable:*

Program: _____ Concentration: _____

*Fill in all petition information **before** digitally signing this form. If you need help to create a digital signature, email academic_affairs@diu.edu and you will be sent instructions. When you digitally sign this form it will date stamp it, and all the information in the petition section will be automatically locked so no further edits are possible.*

I respectfully petition the Faculty and/or Administration: *Check the petition option that applies (1-4). Generally, only one option per petition is allowed, but an exception is that graduate students may both transfer in graduate courses (option 1) and use them to replace courses in your IPS (option 2) in one petition.*

- To transfer in _____ graduate credit hours for the course(s) listed in the petition box after point four below.
- To replace courses currently listed on my IPS as listed in the petition box after point four below.
For options 1 and/or 2, number each course in the petition box, and after each one list the course number on the IPS that it is substituting for, or list it as “elective.” E.g., 1) 22401 Greek 1 replaces AL5321. E.g., 2) 1500 Historical Linguistics serves as an elective. Note that you may only transfer in courses from a single institution on one petition. Course Head signature numbers below should correspond to the numbered course in the petition box. I.e., Course Head 2 is approving the petition for course 2). You can also replace a course on your IPS with another DIU course, using only the second option above.
- To waive the prerequisites for this DIU course _____ which I plan to take in _____ (year & term).
based on the (a) course(s) listed in the petition box below (b) reason given in the petition box below.
*You may only waive prerequisites for **one** course per petition, and this requires the signature of the Course Head for that course. Explicitly detail the prerequisites you are requesting being waived.*
- Other Petition *(detailed in the petition box below; specify year and term for courses you are planning to take)*

Petition Box:

Course(s) listed in the petition box above were taken at _____

When substituting a course from another institution for a DIU course on your IPS, or when waiving a DIU prerequisite based on such a course, you may be required to provide a syllabus for that non-DIU course to your advisor or the appropriate course head for inspection of the content covered. Check with your advisor on this.

Signature of Petitioning Student: _____

When you digitally sign this form, all fields above the signature will be locked. Only a digital signature made with the free Adobe Reader will work properly - all other types of digital signature, will break the form and render it impossible for others to sign on the next page. If this happens, the form will not be processed.

Petition Approvals

Required Signatures:

All petitions require the following signatures: **Student, Academic Advisor, and Department Chair**

In addition, certain petition options (as numbered on page 1) require other signatures:

1. Transfer credit toward a certificate or degree – DIU Course Head for a course that is being fulfilled by transfer credit
3. Waive course prerequisites – DIU Course Head
4. For other kinds of petitions – If the petition is a request for an exception to a policy or procedure, some other signature(s) may be required, such as the Dean of Students or the Dean of Academic Affairs.

Route petition in this order:

- | | |
|--|------------------------------------|
| 1. Course Heads – for petition options 1 and 3 | 4. Advising Coordinator for review |
| 2. Academic Advisor – all petitions | 5. Registrar |
| 3. Department Chair – all petitions | |

Approvals	Digital Signatures	Comments
Approved Denied I have seen the syllabus	<hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <i>Course Head 1</i>	
Approved Denied I have seen the syllabus	<hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <i>Course Head 2</i>	
Approved Denied I have seen the syllabus	<hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <i>Course Head 3</i>	
Approved Denied	<hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <i>Academic Advisor</i>	
Approved Denied	<hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <i>Department Chair</i>	
Approved Denied	<hr style="border: 0; border-top: 1px solid black; margin: 0;"/> <i>Other signature (give position in Comments field)</i>	

Form Locking Signature: