CU Business School
UNIVERSITY OF COLORADO **DENVER**

Directions for Petition

The petition form is designed to request an exception be made to a policy or transfer credit. Petitions must be legible, complete, and detailed. Incomplete petitions will not be reviewed. Use this page as a check list to ensure your petition is complete. **Please note that submission of a petition does not guarantee approval of your request.**

Transfer Credit:

☐ **Petition** stating title of transfer course, prefix and number, and the CU Denver course for which you are requesting equivalent credit.

☐ **Course syllabus** of the transfer class for which you are requesting credit.

Credit Overload:

☐ **Petition** stating the reason that you are requesting an overload of credit and explanation of how you plan to handle the overload schedule.

☐ **Schedule Adjustment Form** indicating the course(s) you are requesting for overload.

Retroactive Withdraw from Semester:

☐ **Petition** stating your desired semester* of withdrawal.
     *Students must withdraw from **ALL courses** taken during the indicated semester.

☐ **Documentation** supporting the circumstances: medical, travel, family, etc.

☐ **IMPORTANT:** This must be submitted **within one year of the end of the indicated semester**.

Waive BGEN Experiential Learning:

☐ **Petition** stating the work experience that qualifies you to waive the BGEN requirement. You must have a minimum of one year of work experience in a job related to your major.

☐ Your updated **resume**.

☐ Your **job description**.

☐ A **letter from your employer** on company letterhead confirming the dates of your employment.

Replace MGMT 1200 – Career and Professional Development:

☐ **Petition** stating which business elective should replace* MGMT 1200 and explanation of why you feel this course will better benefit you in your career.
     *Students must replace MGMT 1200 with another business elective

☐ Your updated **resume** showing work experience in a field related to your major. Resume must include number of years worked and a brief description of job responsibilities.

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Petition Form

Last   First   M.I.   Student I.D. Number

Street Address   APT #   City   State   Zip

Primary Phone   Secondary Phone   E-mail Address

School of Enrollment   Major   Term Admitted

Detailed Request and Reason (written here or attached document):

Student Signature   Date

Petition: Approved   Disapproved

Comments:

Committee Chairperson Signature_____Date_____