

**PETITION TO ACADEMIC STANDARDS COMMITTEE**  
**DEPARTMENT OF HEALTH AND HUMAN PERFORMANCE**  
**THE UNIVERSITY OF MONTANA-MISSOULA**

Date Received in HHP \_\_\_\_\_

***SEE INSTRUCTIONS ON BACK OF THIS SHEET***

I, \_\_\_\_\_ petition to:  Waive or  Substitute

<u>Course</u> Name: _____ Number: _____ Department: _____	<u>If Substitute for Course</u> Name: _____ Number: _____ Department: _____
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State your reasons clearly: (attach additional sheets if necessary).

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Student's Major \_\_\_\_\_ Area of Emphasis \_\_\_\_\_  
Year of Catalog Governing Student's Academic Requirements \_\_\_\_\_  
Attach current UM transcript showing all academic work.

_____ Student's Signature	_____ Date	_____ Student's ID Number
_____ Missoula Address		_____ Phone Number

E-mail address \_\_\_\_\_  
I have reviewed this request and discussed it with the above student and find it to be appropriate.  Yes  No

\_\_\_\_\_  
Advisor's Signature                      \_\_\_\_\_  
Date

Do not type below this line

Action of Academic Standards Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No	Effective Date _____
<input type="checkbox"/> Yes <input type="checkbox"/> No _____	Meeting Date _____
<input type="checkbox"/> Yes <input type="checkbox"/> No _____	Incomplete Request _____
Committee Members _____	Resubmit by _____
Date _____	

Committee Comments:

Dear Student:

All Academic Standards Committee Requests must be completely filled out according to the following criteria. In the event that a request is incomplete or incorrectly filed, it will not be acted upon until corrected. (This will occur at the next regularly scheduled meeting.) Petitions shall be grammatically correct. Petitions that are explained fully are more likely to be received positively.

1. Petition must be typed (the committee will not act on hand written petitions).
2. All courses cited must include:
  - a. Course name, number, and department taken
  - b. Semester/Quarter taken, if appropriate
  - c. Grade received, if appropriate
3. A separate form must be completed for each request.
4. Contain student signature and date of request.
5. Advisor signature and date of review.
6. Attach transcript (can be unofficial).
7. Copy of catalogue description and (if possible) syllabus.
8. Submit request to HHP Office (McGill 101) at least one week prior to scheduled meeting.
9. Petitions acted upon will be returned to advisor.