GRADUATE BUSINESS PROGRAMS – PETITION REQUEST FORM

Name: _____ Banner ID #: _____

Email: _____ Day Phone #: _____

□ I request permission to take a course at another AACSB accredited institution:

Name of institution: _____

Course number and title: _____

Dates to be taken: _____

Guidelines for transfer courses: (1) course description and/or a syllabus are required prior to approval for transfer request, (2) transfer credit cannot be posted until an official transcript is received directly from the institution, and (3) graduate business students must maintain a 3.0 average to remain in good standing – a grade of B or better is required.

□ I request to:

_____

_____

_____

Additional Information:

_____

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_____ _____

Signature **Date**

FOR OFFICE USE ONLY

Approval Yes No _____ _____

Academic Advisor **Date**

Advisor Comments:

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Approval Yes No _____ _____

Department Chair **Date**

Approval Yes No _____ _____

Dr. Mark Arnold **Date**

Department Chair and/or Dean's Office Comments:

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Updated 15-December-2015