

Reasons for Submitting and Information to Include on a Curriculum Petition

For information on what a Curriculum Petition is and instructions on submitting, visit:

<http://wpcarey.asu.edu/petition>.

College Specific Petitions (Decisions by the W. P. Carey School of Business are final.)

Pursue concurrent degrees:

- Students must have made reasonable progress in their primary degree program before submitting this request.
- If one degree program is outside the W. P. Carey School of Business, you will need to file a separate Curriculum Petition for each School/College (see the other college for their petition form and process).
- If seeking both degrees within the W. P. Carey School of Business, then you will need to apply via our Admission Portfolio Concurrent Degree application process.
(<https://my.wpcarey.asu.edu/concurrent>)

Register for overload:

- List all courses for which you wish to register and their corresponding semester hours.
- Justify why this is necessary and how you intend to be successful.

Enroll in 500-level course as an undergraduate for undergraduate credit:

- Justify why this is necessary and what prepares you for this level of study.

College/University Petitions (Approvals by the W. P. Carey School of Business are final. Disapprovals will be forwarded to ASU's University Standards Committee for final comment.)

Graduate under older catalog:

- If you haven't already done so, you should meet first with an advisor so that your original catalog year can be determined accurately and so that needed supporting documentation can also be determined.

Enroll in a course for a third or more time:

- Include the course prefix/number, campus and semester you want to take the course.
- List factors that caused you to be unsuccessful in your previous attempts and what steps you have taken to ensure successful completion of the course.
- Address why it is necessary for you to be permitted to repeat the course.

University Petitions (Petitions are reviewed by the W. P. Carey School of Business and then forwarded to ASU's University Standards Committee with comments.)

Variance to Degree:

- These are petitions that concern university-wide academic requirements.
- These requirements include but are not limited to requirements on the amount of transfer credit, graduation requirements, limits on credit by examination and requirements for a second baccalaureate degree. (http://catalog.asu.edu/ug_grad_req)
- If requesting a course equivalency or general studies credit for an ASU course, include an official course description and syllabus. (<http://articulation.asu.edu/transfer/guidelines>)