



# University of the Southern Caribbean

## ACADEMIC PETITION FORM MAIN CAMPUS

**Note: Use one form per request**

Legal Name (First)	Middle	Last	USC ID#

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Academic Degree:**  AA  AS  BA  BBA  B.Ed  BS **Bulletin Year:** \_\_\_\_\_

Major: \_\_\_\_\_ Emphasis: \_\_\_\_\_ Minor: \_\_\_\_\_

**2<sup>nd</sup> Major (if applicable):** \_\_\_\_\_ Minor: \_\_\_\_\_

**Request:**  Substitution of Credits  Waiver of Credits  Application of Credits to specified degree area  Other

**Classification of Credits to be Substituted/Applied**  Earned  Transferred Credits  Credit by Exam

**Supporting Evidence Attached:**  Diploma /Certificate  Transcript  Letter  Other \_\_\_\_\_

**Details:** The requirement I would like to have substituted/waived is printed on page \_\_\_\_\_ of the \_\_\_\_\_ USC Bulletin.

<b>REQUEST: (NOTE: USE A SENTENCE AND INCLUDE COURSE ACRONYMS, NUMBERS AND TITLES)</b>

<b>RATIONALE: (NOTE: "TO FULFILL GRADUATION REQUIREMENTS" IS NOT AN ADEQUATE REASON)</b>

Recommended  Denied \_\_\_\_\_ (Advisor) Date \_\_\_\_\_

Recommended  Denied \_\_\_\_\_ (Dept. Chair) Date \_\_\_\_\_

Recommended  Denied \_\_\_\_\_ (Faculty Dean) Date \_\_\_\_\_

<b>USC ACTION</b>			
<input type="checkbox"/> Approved as Recommended	<input type="checkbox"/> Approved with Changes	<input type="checkbox"/> Denied	<input type="checkbox"/> Other (See Below)
Comments from Registrar/ Designee:			
Date _____		Signature of Official _____	

Date Received \_\_\_\_\_ Sent to Registrar \_\_\_\_\_ Response Received \_\_\_\_\_