

Name: _____, _____, _____ L# _____
Last First MI

What is the current term? _____

Email: _____



ACADEMIC REQUIREMENTS REVIEW COMMITTEE (ARRC)

ARRC will **not** accept petitions solely for the purpose of improving your Grade Point Average or any other cosmetic reasons.

Examples of petitions that will be considered by the ARRC include:

- ☺ Substitutions to requirements for AAOT, AS, or AGS degrees.
- ☺ Waiver of requirements for AAS degrees and Certificates.
- ☺ Requests for grade option changes will only be considered for major and transfer reasons.
- ☺ Grade appeals will be referred to the Grade Appeal Committee for further investigation.

Academic Requirements Review Committee meets up to two times a term, fall, winter, and spring. The committee does not meet during the summer.

<u>Step 1</u>	<u>Personal Information:</u>
	✂ Address: _____
	✂ Phone: _____
	✂ Degree: _____
	✂ Signature: _____ Date: _____

<u>Step 2</u>	<u>Print your reason for petitioning ARRC.</u> Please list specific course numbers, terms, and dates when applicable. You may use the back of this sheet if needed.

<u>Step 3</u>	<u>Please attach the following items to this petition before you turn it in.</u>
	<input type="checkbox"/> All supporting documents from instructors and department chairs for substitutions/waivers.
	<input type="checkbox"/> Provide supporting documentation for issues surrounding advising and counseling.

<u>Step 4</u>	<u>Submit your petition to Enrollment Services located in building #1 or mail your petition to the address listed below.</u>
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