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| **DEPARTMENT OF AGRICULTURAL & BIOSYSTEMS ENGINEERING** | |
| **IOWA STATE UNIVERSITY** | |
| **TECHNOLOGY UNDERGRAUATE STUDENT PETITION FORM** | |
| Degree requirements for Agricultural Systems Technology (AST) and Industrial Technology (ITec) are described in the Iowa State University catalog. From time to time, a student may find the need to request a substitution for one of these degree requirements. A petition is an individual request and is not precedent setting. Students submitting petitions must complete this form and submit it electronically to his/her academic advisor. Combine all documents (this form, syllabi, attachments, etc.) into a single pdf file.  All petitions need to be professional, in grammar, style, and content. Any petition not meeting this requirement will be rejected without consideration. | |
| **STEP 1. To be completed by the student** | |
| **Student Name:** *Click to Enter Name* **Date of petition:** *Click to Enter a Date* | |
| **Catalog year of the degree requirements you are using:** *Click to Enter Year* | |
| **Expected Graduation Date (MM/YYYY):** *Click to Enter Month (MM) and Year (YYYY)* | |
| **Degree & Option:** *Select Major/Curriculum* **Classification:** Select Classification | |
| **Requested Action:** Select *Requested Action* | |
| **Information on course required in the degree for which you are petitioning:**  **Course Number** Click to Enter Course Number **Course credits** *Select Credits*  **Course Title** *Click to Enter Course Title*  **Type of Course** *Select Type of Course*  **Course Status** Select *Course Status* | |
| **Petition Abstract** *(Describe your request and expected outcome of your petition using 50 words or less.):*  *Click to Enter Petition Abstract* | |
| **Justification:** Prepare your justification for granting this petition using one page or less. Your justification should entered into the second page of this form or added as an attachment.   * In the case of class substitution, provide a detailed list of outcomes from both classes (from the syllabus) and map of the outcomes of the requested substitution to the original class. * List the names of any attached files that are supporting this petition. Those files could be the syllabus for the courses, email, or other documents that support the justifications. | |
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| **STEP 2. To be completed by Department** | |
| **Academic Advisor:** | **Date:** |
| **Curriculum Chair:** | **Date:** |
| **Petition Outcome:** Granted  Denied | |
| **Petition Notes:** | |

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| **PAGE 2**  **UNDERGRAUATE TECHNOLOGY STUDENT COURSE PETITION FORM** |
| **Justification**:(cannot exceed one page)  Click to Enter Justification |

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