|  |  |
| --- | --- |
| **DEPARTMENT OF AGRICULTURAL & BIOSYSTEMS ENGINEERING** | |
| **IOWA STATE UNIVERSITY** | |
| **TECHNOLOGY UNDERGRAUATE STUDENT PETITION FORM** | |
| The degree requirements for Agricultural Systems Technology and Industrial Technology 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. 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 Date:** *Click Here to Enter a Date* | |
| **Student Name:** *Click to Enter Name* | |
| **Semester:** *Select Semester* **Catalog Year** *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 for requested action:**  **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 be placed on the second page of this form. 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. In the case of requesting technical electives, detail what is being gained and how the requested substitution relates to your degree option. Provide technical justification of how this will relate to your technical skills and knowledge. 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. | |
|  |  |
| **STEP 2. To be completed by Department** |  |
| **Academic Advisor:** *Click to Enter Name* | **Date Received:** Click for Date*.* |
| **Curriculum Chair:** *Click to Enter Name* | **Date Received:** *Click for Date* |
| **Petition Outcome:** Granted  Denied | |
| **Petition Notes:** Click to Enter Notes | |

TUSP Form version 4/2012

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

TUSP Form version 4/2012