

COLLEGE OF BUSINESS PETITION FORM

REINHARDT ACADEMIC CENTER, UNIVERSITY OF LOUISVILLE, LOUISVILLE, KY 40292

NAME: _____ STUDENT ID: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ EMAIL: _____

STUDENT SIGNATURE: _____ DATE: _____

ENROLLMENT UNIT: A&S: _____ COB: _____ EDUCATION: _____ SPEED: _____ OTHER: _____

- LATE ADD:** Briefly explain your reason for petitioning to add course(s). You must explain what occurred that has prevented you from registering by the deadline.

EXAMPLE: COURSE # ACCT 201 SECTION # 01

SEMESTER: _____ COURSE# _____ SECTION # _____

- PASS/FAIL OR AUDIT AFTER THE DEADLINE:** These requests are only approved in the most extreme circumstances. Faculty approval is required on the Drop/Add form.
- COURSE SUBSTITUTE REQUEST:** Submit course description and the semester you took the the class, submit course syllabus. This petition is not to be used for a course substitution in the major.
- ACADEMIC BANKRUPTCY:** You cannot be in attendance at any academic institution for at least 2 years. See course catalog and/or advisor for GPA requirements.

SEMESTER(S) _____

REQUIRED, *IS A TYPED PERSONAL STATEMENT OF EXPLANATION, CITING EXTENUATING CIRCUMSTANCES; ATTACH SUPPORTING DOCUMENTATION

- *DEFER SUSPENSION:** _____
- *PREREQUISITES:** Request to waive or to take concurrently. List courses:

- OTHER:** _____

RETURN TO THE REINHARDT ACADEMIC CENTER – ROOM 024 or email the form and statement to business@louisville.edu

- Approximate review time is 1 week.
- You will be notified of the decision by e-mail.
- If petition is approved the Reinhardt Academic Center will notify the Registrar's Office.

FOR OFFICE USE ONLY:

DATE SUBMITTED: _____ NORA SCOBIE, DIRECTOR: _____

APPROVED: _____ DENIED: _____ DATE: _____