

Undergraduate Student Petition Instructions:

Requests for adjustments to programs within Degree Works require an approved Student Petition. Complete all areas, indicate the type of request (descriptions listed below), provide documents, if necessary and submit. *Approval signatures are required prior to petition submission.* All petition submissions must be complete and contain all documents necessary to process each petition request. **Official transcripts must be on file in the Office of the Registrar prior to petition submission.** Please submit electronically via official SIUE email to transfercredit@siue.edu. There are many student petition types, please see specific descriptions below. Once an adjustment is complete communication is sent to students and advising teams through Starfish. If you have questions, please call 618.650.2133.

- **Transfer Credit Re-Evaluation** - The Transfer Center evaluates transfer credit for SIUE students seeking a first bachelor's degree. Staff have carefully evaluated transfer credit based upon external catalog information, course descriptions, course sequencing, pre-requisites, and other factors. If an advisor believes further review based upon a course syllabus is necessary, this petition type is utilized. The advisor should complete the student petition, attach the required syllabus, and send documents to the Transfer Center.
- **Military Credit Re-Evaluation** - If needed, transfer credit may be re-evaluated when student with military credit declares a major or changes curriculum during their undergraduate program. This procedure begins with the program advisor verifying the curriculum requirements, then submitting the petition with supporting documentation.
- **Senior with Degree Evaluation** - This petition type is limited to admitted domestic undergraduate Senior with Degree students. The Transfer Center does not routinely evaluate transfer credit for SIUE students seeking a second bachelor's degree. If an advisor identifies specific transfer credit fulfilling major/minor requirements for the second degree, these identified equivalent credits may be posted to the student's academic record by submitting this petition type. Describe in detail each course number, title and term taken. (If the added course work will be used to meet a degree requirement, indicate details in the text box). An official transcript from the reporting institution reflecting the transfer credit must be on file in the Office of the Registrar.
- **Substitution for Requirement*** - This petition type is used to communicate to the Office of the Registrar what will be substituted for an individual student's program requirement. Once signed and received, the Office of the Registrar will adjust the data to allow for the substitution on the student's Degree Works audit. *Students must be declared in major or minor at the point a petition is submitted.* Complete the petition, indicate the Degree Works block title, requirement and credit hours. Advisor must describe the substitution listing the subject, course number, course title and if completed at SIUE or a transfer course, and term course was taken or term the requirement is being substituted. *** When using this type of petition, it is also required to indicate if course should/should not be added to articulation database for future students. The request will not be considered complete unless articulation decision is indicated.**
- **Waive a Requirement*** - This petition type is used to communicate to the Office of the Registrar what will be waived for an individual student's program requirement. Once signed and received, the Office of the Registrar will input the data to allow the waiver to be shown on the student's Degree Works audit. Complete the petition, indicate the Degree Works block title, requirement and credit hours. *Note - This*

*petition type is granted for limited occasions. Waived requirements will **not** fulfill credit hour requirements towards a degree.*

- **Credit for Prior Learning - Prior Learning Assessment (PLA)** - Used to communicate to the Office of the Registrar if prior learning experience may be added for credit. Students who have acquired knowledge/skills through prior learning or professional experiences may earn credit through PLA. This may include credit by exam, individual assessment, evaluation of workplace training, portfolios, and other means as deemed appropriate by the evaluating department. Follow this link for more information, [Credit for Prior Learning - 1/11](#). PLA academic credit will *only* be awarded to admitted students. The program will assess student's prior learning experience, describe in detail the outcome from assessment, make determination what PLA credit may satisfy requirements and submit petitions with approval signatures to the Office of the Registrar.

- **International Transfer Credit Evaluation** - This petition type is used when an admitted international student requests a transfer credit evaluation. Students must communicate with their advisor and provide translated syllabus with an academic department approval for each course requested.