

## Undergraduate Student Petition Instructions:

Requests need to be made using a 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 using any of the following methods, electronically via official SIUE email to [transfercredit@siue.edu](mailto:transfercredit@siue.edu); mail to Office of the Registrar – RH 1207, Campus Box 1047, Edwardsville, IL 62026-1047; or fax 618.650.3332. If you have questions about completing a petition, 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 available to the advisee. The advisee should complete the student petition, attach the required syllabus, and send documents with syllabus to the Transfer Center (our address is on the form). The student should not be encouraged to take the form directly to a department. Once the re-evaluation decision is complete an email is sent to student and advising team through our Starfish communication system.

### • **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. Once the re-evaluation decision is complete an email is sent to student and advising team through our Starfish communication system.

### • **Senior with Degree Evaluation**

This petition type is limited to admitted undergraduate Senior with Degree students and for internal use only. 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. Describe in detail each course number, title and term taken. An official transcript from the reporting institution reflecting the transfer credit must be on file in the Office of the Registrar. Once the adjustment is complete an email is sent to student and advising team through our Starfish communication system.

### • **Substitution for 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 in to the BANNER system to allow for the substitution on the student's Degree Works audit. *Student 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. Describe waived item listing subject, course number, course title, if completed at SIUE or a transfer course, and term course was taken or term requirement is being waived. *Note- This type of petition is granted for limited occasions. When a course is waived, **NO** credit is given towards a degree.* **\*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.**

- **Prior Learning Assessment (PLA)**

This petition type is used to communicate to the Office of the Registrar what prior learning experience may be added for credit. Students who have acquired knowledge/skills as a result of 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, <https://www.siu.edu/policies/1i11.shtml>. PLA academic credit will only be awarded for 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 petition with approval signatures to the Office of the Registrar. Once the adjustment is complete and email is sent to student and advising team through our Starfish communication system.

**Student ID:**

**Last Name:**

**First Name:**

Advisor:

Catalog Term:

Major:

Major Concentration:

Minor:

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I base this request on the following rational. If there is additional information for this request, please feel free to attach additional documentation to your email submission.

**\*Type of Request:**

\*Official transcripts must be on file in the Office of the Registrar for petition.

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**Approvals (Printed Name/ Signature)**

Advisor:

Date:

Program/Department Chair:

Date:

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Please complete, acquire the appropriate signatures, and return this form to the **Office of the Registrar - RH Room 1207, Campus Box 1047, Edwardsville, IL 62026-1047** or notification sent via official SIUE email to [transfercredit@siue.edu](mailto:transfercredit@siue.edu).