



[For Students pursuing USC degrees]

University of the Southern Caribbean

ACADEMIC PETITION FORM

Note: Use one form per request

Semester: 1st 2nd 3rd School Year: _____ Date Submitted to Advisor _____

Legal Name (First)	Middle	Last	USC ID#

Current Mailing Address: _____

Phone: _____ E-mail: _____

Academic Degree: BBA BS AA Major: _____ Minor: _____ Bulletin Year: _____

2nd Degree: BBA BS AA Major: _____ Minor: _____ Bulletin Year: _____

Request: Substitution of Credits Waiver of Credits Modification of Transfer Credits Other

Classification of Credits to be Substituted/Applied Earned Transfer Credit By Exam Extension School A-Level Substitution

Supporting Evidence Attached: Diploma /Certificate Transcript Letter Other _____

Details: The requirement I would like to have substituted/waived is printed on page _____ of the _____ USC Bulletin.

REQUEST: (NOTE: USE A SENTENCE AND INCLUDE COURSE ACRONYMS, NUMBERS AND TITLES)

REASON: (NOTE: "TO FULFILL GRADUATION REQUIREMENTS IS NOT A VALID REASON)

Recommended Denied _____ (Advisor) Date _____

Recommended Denied _____ (Dept. Chair) Date _____

Recommended Denied _____ (Faculty Dean) Date _____

USC ACTION

Approved as Recommended Approved with Changes Denied Other (See Below)

Comments from Registrar/ Designee:

Date _____ Signature of Official _____

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Date Received _____ Sent to Registrar _____ Response Received _____

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