

**Petition/Appeal Form**  
**Student Advisement Center**  
**Georgia State University**

Name \_\_\_\_\_ SSN \_\_\_\_\_  
Address \_\_\_\_\_ Degree/Major \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

**Summary of Petition.** Summarize your request on the following two lines and attach a letter explaining your reason for your request and circumstances. State your case clearly, completely and concisely in the letter keeping to relevant facts, and include any other documentation that you feel will support your request. *Petitions submitted without a letter attached will be returned to you.*

\_\_\_\_\_

\_\_\_\_\_

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*~Read Carefully! ~*

This form is used by undergraduate students to petition the following:

1. Appeal of exclusion
2. Core curriculum transfer issues to be reviewed by the university's Transfer Ombudsperson\*
3. Course substitutions/waivers in the core curriculum (Areas A-E)\*
4. Academic Improvement Program requirements
5. Regents' Test regulations (to appeal essay results, go directly to the Department of English)
6. Learning Support Program requirements and regulations

*\*NOTE: For petitions in #2 and #3 above, catalog descriptions and course syllabi for any courses referenced must be included as part of the petition. Incomplete petitions will be returned to you.*

Use this form only for petitions in the above categories. Please see the Academic Regulations chapter of the current undergraduate catalog for a complete list of petitions under the authority of the colleges or the university.

You will receive a written response from the director of the center approximately 4 weeks from the date the petition is received. If your petition is submitted close to registration, we cannot guarantee that a decision will be made before the end of that registration period.

I've read all the above information, and I certify that the information provided in this petition is true and accurate to the best of my knowledge.

\_\_\_\_\_  
*Signature of Student*

*Return form to:*  
*Student Advisement Center*  
*Georgia State University*  
*Atlanta, GA 30303*  
*Location: 255 Sparks Hall*  
*Phone: 404-463-9500; Fax: 404-463-9521*

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