

# Undergraduate Academic Petition Overview

Students can access the academic petition form via BannerWeb under the Academic Tab

The screenshot shows the BannerWeb navigation menu with tabs for Alumni and Friends, Academic, Financial Services, and Employee. Below the menu is a search bar with a 'Go' button and links for RETURN TO MAIN MENU, SITE MAP, HELP, and EXIT. The main heading is 'Registration and Academic Services'. Below this heading are several links and descriptions:

- Registration**: Check your registration status; Add or drop classes; Display your class schedule.
- Student Records**: View your holds; Display your grades and transcripts; Review charges and payments.
- Residence Life**: Housing application and selection; Dining Plans.
- New Student Orientation Registration**: New Student Activities & Services
- View Graduation Application Status**: View previously submitted Graduation Applications
- Apply for Graduation**: Application for Graduation for Undergraduate Students only.
- Undergrad Academic Petition Form**: Link to Undergraduate Academic Petition Form

The link will log the student into the OnBase system where they will see the following page asking them to review the information we have in Banner for them.

The screenshot shows the 'Undergraduate Student / Program Information' page with an 'Instructions' tab. The page content includes:

WELCOME TO JOHN CARROLL UNIVERSITY'S NEW UNDERGRADUATE ACADEMIC PETITION FORM

Before submitting your petition, please acknowledge the accuracy of the below contact information and details of your academic program for accuracy. Any incorrect information may result in delays or the improper routing and review of your petition.

After reviewing your information, if all is correct, please select "My Student Contact Info and/or Academic Program Info is correct" to continue to the Academic Petition. If you find something is incorrect, please select "There is some discrepancy in my Student Contact Info and/or Academic Program Info" and describe the issue you see.

NOTE: Required fields are marked with an asterisk (\*)

| Student Contact Information        |   |                          |
|------------------------------------|---|--------------------------|
| Student Name<br>MICHELLE M. WALKER | Address Line 1<br>ROAD                            | Cell Phone               |
| Banner ID                          | City, State, Postal Code, Country<br>CLEVELAND OH | Email<br>MWALKER@JCU.EDU |

  

| Student Academic Record         |         |   |
|---------------------------------|---------|---|
| College<br>ARTS & SCIENCES      | Major 1 | Class Standing                            |
| Degree                          |         | Advisor Name                              |
| Expected Grad Date<br>18-DEC-18 |         | Data Current As Of<br>04/04/2017 09:04 PM |

There is some discrepancy in my Student Contact Info and/or Academic Program Info, let me give you the details...

Review of my Student Contact Info and/or Academic Program Info is complete, continue to Petition Request \*

If the student finds a discrepancy in their information, they are able to click the box to provide us with an explanation of what information is not correct. If the information is correct, they can click the second box to continue to the petition request.

The next screen will prompt the student for information on what they want to request. They will be given the following options:

**USE AN ALTERNATE COURSE TO FULFILL A REQUIREMENT** – Should be used to request a substitution of degree requirements, or to request to take the requirement at another institution

**OVERRIDE A COURSE PREREQUISITE** – Should be used to request override of course prerequisite, or to take a prerequisite as a corequisite

**WAIVE A REQUIREMENT** – Should be used to request to waive a degree requirement. This is a more unusual request as most requests would be for a substitution rather than a full waiver of a requirement.

**REPEAT A COURSE** – Should be used to request to repeat a course

**REGISTER FOR MORE THAN 18 CREDIT HOURS** – Should be used when students want to register for more than 18 credit hours in a given semester

**WAIVE REQUIREMENT TO COMPLETE LAST 30 HOURS IN RESIDENCE** – Should be used to take courses within the last 30 credit hours for the degree at another institution

**REQUEST FRESHMAN PRIVILEGE** – Should be used to request Freshman Privilege

**OTHER (PLEASE SPECIFY)** - Should be used for issues not addressed above. Not many requests should fall under this category.

## USE AN ALTERNATE COURSE TO FULFILL A REQUIREMENT

If the student is requesting to **USE AN ALTERNATE COURSE TO FULFILL A REQUIREMENT**, they will be asked what the requirement is related to (Major, Minor, Core, Foreign Language, or Boler Core). For students who are petitioning for credit hours toward graduation, we recommend having them submit the request under Major. The student will also be asked if they are taking the course at John Carroll or at Another Institution.

Selecting John Carroll will populate boxes for the student to fill in the course they would like to use as an alternate and the student should provide an explanation of what requirement they would like the course to substitute for.

**ACADEMIC PETITION REQUEST**

I would like to ... \*  
USE AN ALTERNATE COURSE TO FULFILL A REQUIREMENT ▼

This requirement is ...  
TIED TO MY MAJOR REQUIREMENT(S) ▼

Alternate Course Will Be Taken At... \*  
JOHN CARROLL UNIVERSITY ▼

Please select the John Carroll course you are interested in taking as an alternative

Course Department \*  
GERMAN ▼

Course Title \*  
GR 101 BEGINNING GERMAN 1| x ▼

Briefly explain the reasons for your Academic Petition. \*

Once your Academic Petition Request has been submitted, you will receive an email confirmation with additional details.

**Submit Academic Petition**

Selecting Another Institution will populate boxes for the student to fill in about what institution at which they are intending to take the course. The students should use the drop-down boxes to make their selections and only type in the information if the information is not appearing in the drop-down. The box for **Other School's Course Name (Existing JCU Course Articulations)** will have courses that have been evaluated for JCU equivalents in the past three years.

**Transient Course Information**

NOTE: Please complete the Transient Course Information section below. This information will be used to create a Transient Course Petition form and will be routed for review and approval. The Transient Course Petition is considered separately from the Academic Petition Review.

Please use the following fields to locate the School you are hoping to attend. Starting with the Country drop-down, each following field will inherit options based on what is selected (e.g., select "United States of America" in the Country drop-down, you will see valid US states in the States drop-down, select "OH" (Ohio) and you will see valid Ohio cities in the cities drop-down. Select "Cleveland" from the Cities drop-down, and you will see known Schools in Cleveland in the Institutions drop-down. If the Country does not have a listed State / Province, please select "N/A" in the State / Province drop-down.

If you can't find your desired School (the Country, State, City, or School Name does not appear) PLEASE ENTER THAT INFORMATION IN THE APPROPRIATE FIELDS (YOU MAY OVERWRITE THESE FIELDS) and check the "I CAN'T FIND THE SCHOOL I WISH TO ATTEND, OR THE COURSE I WISH TO TAKE IS NOT LISTED" checkbox.

Other School Country  
UNITED STATES OF AMERICA

NOTE: If selecting an International location that does not have a listed State / Province, please select "N/A" from the State/Province drop-down.

Other School State / Province  
OH

Other School City  
CLEVELAND

Other School Name  
CUYAHOGA COMMUNITY COLLEGE (ID: 001159)

Other School's Course Name (Existing JCU Course Articulations)  
ASL 1010 - BEG AMERICAN SIGN LANG 1

I CAN'T FIND THE SCHOOL I WISH TO ATTEND, OR THE COURSE I WISH TO TAKE IS NOT LISTED

Course Description (Please include any relevant information, prerequisites, etc.) (This field will automatically grow as text is added) \*

PLEASE NOTE: If you are hoping to fulfill a JCU requirement in one of the following departments: ENGLISH, PHILOSOPHY, THEOLOGY & RELIGIOUS STUDIES, COMMUNICATION, HISTORY, FOREIGN LANGUAGES, or to fulfill an ICORE REQUIREMENT, attaching a syllabus is strongly encouraged. Failing to do so will result in delaying the Petition review and a follow-up request to supply a valid course syllabus.

**ATTACHING A TRANSFER COURSE SYLLABUS IS STRONGLY RECOMMENDED**

Transfer Course Syllabus  
Attach Transfer Course Syllabus

Briefly explain the reasons for your Academic Petition. \*

Once your Academic Petition Request has been submitted, you will receive an email confirmation with additional details.

If a course has already been articulated, unless the student is asking for the course to count for a course other than what it has been approved as, or is asking for additional core credit, the petition will be routed to the advisor to determine if the course is applicable and recommended for the student.

If the course the student wants to take is not in the **Other School's Course Name (Existing JCU Course Articulations)** drop-down, or if the institution at which they are intending to take the course is not listed, the student should check the box to indicate **I CAN'T FIND THE SCHOOL I WISH TO ATTEND, OR THE COURSE I WISH TO TAKE IS NOT LISTED**. This will populate additional boxes for the student to enter information about the course at the other institution. The student should look up this information on the other schools website or through their course catalog.

| Transient Course Information   |   |
|--|---|
| <p>NOTE: Please complete the Transient Course Information section below. This information will be used to create a Transient Course Petition form and will be routed for review and approval. The Transient Course Petition is considered separately from the Academic Petition Review.</p> <p>Please use the following fields to locate the School you are hoping to attend. Starting with the Country drop-down, each following field will inherit options based on what is selected (e.g., select "United States of America" in the Country drop-down, you will see valid US states in the States drop-down, select "OH" (Ohio) and you will see valid Ohio cities in the cities drop-down. Select "Cleveland" from the Cities drop-down, and you will see known Schools in Cleveland in the Institutions drop-down. If the Country does not have a listed State / Province, please select "N/A" in the State / Province drop-down.</p> <p>If you can't find your desired School (the Country, State, City, or School Name does not appear) PLEASE ENTER THAT INFORMATION IN THE APPROPRIATE FIELDS (YOU MAY OVERWRITE THESE FIELDS) and check the "I CAN'T FIND THE SCHOOL I WISH TO ATTEND, OR THE COURSE I WISH TO TAKE IS NOT LISTED" checkbox.</p> |   |
| Other School Country<br>UNITED STATES OF AMERICA   | Course Subject*<br>ASL  |
|  | Course Number*<br>1100  |
| NOTE: If selecting an International location that does not have a listed State / Province, please select "N/A" from the State/Province drop-down.  | Course Title*<br>DEAF CULTURE   |
| Other School State / Province<br>OH  | Credit Hours*<br>3  |
|  | When are you planning on taking this course?*   |
| Other School City<br>CLEVELAND   | SUMMER 2017   |
| Other School Name<br>CUYAHOGA COMMUNITY COLLEGE (ID: 001159)   | Link to Course Catalog<br><a href="http://www.tri-c.edu/college-catalog/">http://www.tri-c.edu/college-catalog/</a> |
| Other School's Course Name (Existing JCU Course Articulations)   | Course Catalog Edition/Date<br>2016 - SUMMER 2017   |
| <input checked="" type="checkbox"/> I CAN'T FIND THE SCHOOL I WISH TO ATTEND, OR THE COURSE I WISH TO TAKE IS NOT LISTED   |   |
| Course Description (Please include any relevant information, prerequisites, etc.) (This field will automatically grow as text is added)*<br>Cultural differences and similarities between the hearing and Deaf communities. History of ASL, deafness and its causes. Deaf education, ADA laws, and special devices utilized by people who are Deaf. Examine selected vocabulary and facial expressions and learn their relevance to Deaf culture. One visit outside classroom may be required.   |   |
| PLEASE NOTE: If you are hoping to fulfill a JCU requirement in one of the following departments: ENGLISH, PHILOSOPHY, THEOLOGY & RELIGIOUS STUDIES, COMMUNICATION, HISTORY, FOREIGN LANGUAGES, or to fulfill an ICORE REQUIREMENT, attaching a syllabus is strongly encouraged. Failing to do so will result in delaying the Petition review and a follow-up request to supply a valid course syllabus.  |   |
| ATTACHING A TRANSFER COURSE SYLLABUS IS STRONGLY RECOMMENDED   |   |
| Transfer Course Syllabus   |   |
| Attach Transfer Course Syllabus  |   |
| Briefly explain the reasons for your Academic Petition.*<br>I would like to take this course over the summer because I plan to work with this population after graduation.   |   |
| Once your Academic Petition Request has been submitted, you will receive an email confirmation with additional details.  |   |

If a course has not been articulated, a blinded course review (student information and request information removed), will be routed to the appropriate department chair, and (if necessary), Associate Dean and Core Director. Once this review is done, unless the student is asking for the course to count for a course other than what it has been approved as, or is asking for additional core credit, the petition will be routed to the advisor to determine if the course is applicable and recommended for the student.

## OVERRIDE A COURSE PREREQUISITE

Students have two request options for overriding a course prerequisite:

**WAIVE THE COURSE PREREQUISITE**

**TAKE THE PREREQUISITE DURING THE SAME SEMESTER (ADD A CO-REQUISITE REGISTRATION)**

Students should use the **OVERRIDE A COURSE PREREQUISITE** option to request an override when they need a prereq waiver, when they want to take a prereq as a coreq, or when they prereq is a course they are taking at another institution.

**ACADEMIC PETITION REQUEST**

I would like to ... \*  
OVERRIDE A COURSE PREREQUISITE ▼

I request to meet this prerequisite by...  
WAIVE THE COURSE PREREQUISITE × ▼

Please select the John Carroll course you are interested in taking, and the prerequisite course preventing registration

Course Department\* ▼ Course Title\* ▼

Select the prerequisite course needed  
▼

Briefly explain the reasons for your Academic Petition.\*  
[Text Area]

Once your Academic Petition Request has been submitted, you will receive an email confirmation with additional details.

**Submit Academic Petition**

## WAIVE A REQUIREMENT

Should be used when students are requesting a waiver of a degree requirement (Major, Minor, Core, Foreign Language, or Boler Core). As mentioned above, this is a more unusual request as most requests would be for a substitution rather than a full waiver of a requirement.

NOTE: Required fields are marked with an asterisk (\*)

**ACADEMIC PETITION REQUEST**

I would like to ... \*  
WAIVE A REQUIREMENT ▼

This requirement is ...  
TIED TO MY MAJOR REQUIREMENT(S) ▼

Briefly explain the reasons for your Academic Petition.\*  
[Text Area]

Once your Academic Petition Request has been submitted, you will receive an email confirmation with additional details.

**Submit Academic Petition**

## REPEAT A COURSE

The form will ask the student what course they would like to repeat. They have three options for **Reason for Course Repeat**:

**TO RETAKE A COURSE DUE TO A NON-PASSING GRADE (GRADE OF F, FA, WF)**

**TO RETAKE A COURSE I SUCCESSFULLY PASSED BUT SEEK TO IMPROVE GPA**

**TO RETAKE A COURSE FOR A THIRD ATTEMPT**

**ACADEMIC PETITION REQUEST**

I would like to ... \*  
REPEAT A COURSE

Please select the John Carroll course you wish to repeat, and the reason you are requesting to repeat it

Course Department \* FINANCE Course Title \* FN 342 INVESTMENTS

Reason for Course Repeat \* When are you planning on taking the repeat course? \*

I understand that repeating a course may have an impact on my progress towards graduation as well as financial implications. \*

Briefly explain the reasons for your Academic Petition. \*

Once your Academic Petition Request has been submitted, you will receive an email confirmation with additional details.

**Submit Academic Petition**

## REGISTER FOR MORE THAN 18 CREDIT HOURS

Should be used when students want to register for more than 18 credit hours in a given semester

**ACADEMIC PETITION REQUEST**

I would like to ... \*  
REGISTER FOR MORE THAN 18 CREDIT HOURS

Course load for full-time students may vary between 12 to 18 credits per semester. Students are responsible for judging the prudent ratio between credit-hour load, co-curricular activities, and outside employment in order to allow sufficient time for academic preparation. Please share below your requested number of registered hours and your reason for seeking an overload semester.

Anticipated Credit Hours \*

I understand that exceeding max hours will impact my tuition charges and billing for the semester. \*

Briefly explain the reasons for your Academic Petition. \*

Once your Academic Petition Request has been submitted, you will receive an email confirmation with additional details.

**Submit Academic Petition**

## WAIVE REQUIREMENT TO COMPLETE LAST 30 HOURS IN RESIDENCE

The form for this request is the same as **USE AN ALTERNATE COURSE TO FULFILL A REQUIREMENT**, the only difference is that these petitions are additionally routed to an Assistant Dean for approval.

## REQUEST FRESHMAN PRIVILEGE

Should be used to request Freshman Privilege. Policy for Freshman Privilege can be found in the Undergraduate Bulletin.

| ACADEMIC PETITION REQUEST   |                              |
|---|------------------------------|
| I would like to ... *   |                              |
| REQUEST FRESHMAN PRIVILEGE  |                              |
| Please select the John Carroll course you wish to apply Freshman Privilege  |                              |
| Course Department *   | Course Title *               |
| MATHEMATICS   | MT 122 ELEMENTARY STATISTICS |
| Briefly explain the reasons for your Academic Petition. *   |                              |
| <div style="background-color: #cccccc; height: 40px;"></div>  |                              |
| Once your Academic Petition Request has been submitted, you will receive an email confirmation with additional details. |                              |
| <a href="#">Submit Academic Petition</a>  |                              |

## OTHER (PLEASE SPECIFY)

Should be used for issues not addressed above. Not many requests should fall under this category.