

COM / Petition Form

To be filled out by student:

Name: _____

BU ID: _____

Cell Phone #: _____

Email Address: _____

Mailing Address: _____

COM Major: _____

Projected Grad Date (month/year): _____

To be filled out by Department Chair and Graduate Affairs Administrator:

Dept. Chair Signature: _____

Action: Approved _____ Disapproved _____

Chair of Department's Comments:

Graduate Affairs Administrator: _____

Action: Approved _____ Disapproved _____

Comments:

PROVIDE A BRIEF EXPLANATION OF THE ACTION YOU ARE PROPOSING.

Attach any course descriptions, syllabi, or other documentation which may be relevant.

Student Signature: _____ Date: _____

Submit to Graduate Affairs (room 130A). Keep a copy for your own records

COM / Petition Form Instructions

Instructions

1. Use a pen to complete and sign the petition form or complete the PDF online.
2. Include all information outside the shaded section in the upper right corner.
3. State your request and summarize your reasons concisely and accurately. Include exact dates, course numbers and titles where applicable.

If you are requesting that a course from another university fulfill a COM requirement, attach course description and syllabus.

4. Submit the form to your department chair for approval.
5. Submit the form to Graduate Affairs for approval.
6. Keep a copy of the petition form for your records.
7. You will receive an email from the Graduate Affairs Office if/when your petition is approved.

Bottom of form: Submit all signed forms to Graduate Affairs (Room 130A). Keep a copy for your own records.