



Petition To Take Courses At Another Institution

Office of Records & Registration
Daytona Beach Campus

NAME: _____
LAST FIRST MI ERAU BOX

STUDENT ID # DEGREE PROGRAM CATALOG ADVISOR

Mailing/email address:-- _____

I hereby petition for approval to attend the following school and take the course(s) listed below:

NAME OF SCHOOL CITY STATE DATE I WILL ATTEND

COURSE(S): List exact prefix, course number, and title. COURSE DESCRIPTIONS MUST BE SUBMITTED WITH THIS FORM OR CAUSE A DELAY IN PROCESSING.

REQUESTED COURSES			ERAU EQUIVALENT		
COURSE	TITLE	CR HRS	COURSE	TITLE	CR HRS
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

FOR THE FOLLOWING REASON: _____

- Academically suspended students should refer to the Pre-Approved Courses for Readmissions Review form. This form does not apply.
- Approval of this petition is only for the specific date, school and courses listed above.
- See catalog concerning policy on attending a local institution.
- The Office of Records and Registration must receive official transcripts of the above course work during the first semester following completion of the approved course(s).
- Courses with unsatisfactory grades at ERAU should be repeated in residence. Repeating courses at another institution DOES NOT CHANGE THE ERAU GPA.
- No more than 18 hours may be taken at another institution after matriculation at ERAU.
- The last thirty (30) hours toward a baccalaureate degree must be completed in residence.
- Failure to submit this form prior to enrollment and completion of courses at another institution constitutes a break in continuing student status, which requires that students reapply to ERAU.

I have read and understand the above policy _____
SIGNATURE DATE

THIS PORTION FOR RECORDS & REGISTRATION USE ONLY:

ERAU Cum GPA: _____ Semester / Term GPA: _____ PETITION APPROVED PETITION DENIED

EVALUATOR'S SIGNATURE DATE

PROGRAM COORDINATOR'S SIGNATURE IS REQUIRED IF ERAU CUM GPA IS BELOW 2.0 DATE

REMARKS / CONDITIONS: _____

