

## Petition for Reading and Conference (R & C)

Office of the Registrar, 2625 E. Cactus Road, Phoenix, AZ 85032

Name	Student ID #
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> JTerm      Year: _____	

Course Number	Course Title
---------------	--------------

**REGISTRATION REQUIREMENTS:**

1. Prior to enrolling, you must arrange a faculty advisor responsible for supervising and evaluating your learning experience.
2. You must complete this R & C petition including the **REASON FOR REQUESTING THIS COURSE TO BE TAKEN AS R & C** below. Incomplete forms will be returned.
3. Permission of the instructor and Department Chair are required.
4. No more than one R & C course may be taken per semester, and no more than 12 hours of R & C courses may be counted toward graduation.
5. The student must pay a fee for an R & C course. An R & C course will be counted in the 12-18 hour tuition range.
6. **Completed R & C petitions must be submitted to the Registrar's Office no later than 5:00 pm on the last day of registration as published in the ACU Academic Calendar. No R & C petitions will be accepted after this date. It is your responsibility to initiate the required paperwork.**

**REASON FOR REQUESTING THIS COURSE TO BE TAKEN AS R & C:**  
(Attach additional pages if required)

---

---

---

---

---

---

---

---

**REQUIRED SIGNATURES:**  
*By signing this form, I am acknowledging that the charge for this course will be the cost of tuition plus a \$200.00 fee if this petition is granted. If applicable, there is a \$50 lab fee for science or computer courses.\**

Print Student Name	Student Signature	Date
Print Faculty Name	Faculty Signature	Date
Print Department Chair Name	Department Chair Signature	Date
Print Dean of Academic Affairs Name	Dean of Academic Affairs Signature	Date

**For Office Use Only:** Returned to Registrar Date: \_\_\_\_\_  
 Copy to Provost's Office:     Copy to Faculty:     Copy to Department Chair:     Copy to Student:   
 Copy to Business Office:     Business Office Notes: \_\_\_\_\_