

Petition for Reading and Conference (R & C)

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

Name

Student ID #

Semester:

Fall

Spring

Summer

JTerm

Year: _____

Course Number

Course Title

Charged \$200 fee

Fee of \$200 is WAIVED

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: _____