

SFASU SCHOOL OF NURSING PETITION INSTRUCTIONS

A separate form must be completed for each course you are requesting to petition. There are three main areas of petition for special consideration. These are:

I. Substitution of a Course:

A course taken at another college or university may be accepted as a degree requirement in the School of Nursing. The course must first have transferred into SFASU as either a different course number from the degree requirement (i.e., BIO 2311), or as an enbloc course (i.e., BIO 2--). In order to petition for substitution of a course you must:

- a. *Complete a petition form specifying which transferring course you would like to substitute for the required course, (i.e., BIO 2--, to count for BIO 238). A course number with dashes following it is considered an enbloc class and does not transfer as an exact match for a required class.*
- b. *Submit a copy of the necessary transcript to show the grade made in the petitioned course.*
- c. *Attach either a copy of the transferring course syllabus **or** the transferring course description from the general bulletin of the college where it was taken.*

II. Forgiveness of Grades:

Grades are generally not forgiven unless they are greater than seven years old. However, under extraordinary circumstances, i.e., death of a family member or an extended illness, grades may be forgiven for a course or a semester. The courses, even if repeated, must first be accepted by SFA for credit. In order to petition for forgiveness of grades, you must:

- a. *Complete the petition form specifying which grades you would like forgiven. For example, you may want to request that the first grade for Biology 238, Fall, 1999, be replaced with the same course repeated in Spring, 2000.*
- b. *Attach a paper to the petition to specify the reason the grade should be forgiven.*
- c. *Submit a copy of the transcript.*

III. Special Considerations or Concerns (for use by School of Nursing students). Attach a paper, as instructed on page two, section III, explaining your request. Reasons to petition may include:

- a. *Request to repeat a nursing class dropped or failed.*
- b. *An adverse action pursuant to the 10% clinical absence rule.*
- c. *Grievance*
- d. *Other concerns*

When completing the petition form, please be sure to attach all requested documentation and any other information that might justify your position in requesting special consideration.

DELIVER OR MAIL PETITION AND ATTACHMENTS TO:

SFASU SCHOOL OF NURSING, P. O. BOX 6156, NACOGDOCHES, TX 75962

