Petition for Course Substitution or Exception to LSBE Degree Requirements
Labovitz School of Business and Economics
LSBE 111A

Please read the instructions on the back. PLEASE PRINT CLEARLY.

Name: ___________________________ UMD e-mail: ________________________________

ID #: _______________________________

LSBE Major(s): ______________________ LSBE Minor(s): ______________________

Specific action requested: __________________________

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Information which supports your request:

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Student Signature: ___________________________ Date: __________________

Advisor Recommendation: __________________________

Signature: ___________________________ Date: __________________

Instructor Recommendation: __________________________

Signature: ___________________________ Date: __________________

Department Head Recommendation: __________________________

Signature: ___________________________ Date: __________________

Comments:

Decision: ___________________________ Date: ___________

_____ Approved

_____ Denied

Decision made by: ___________________________ Date: ___________

Comments:

APAS adjusted: ________ Student notified: ________

Modified: 01/22/07
INSTRUCTIONS FOR LSBE PETITIONS

1. Please use this form exclusively for requests that affect LSBE policies and degree requirements. Any request that involves UMD campus policies, such as refunds, liberal education requirements or withdrawals after deadlines, requires the all-campus petition form. One way to judge if it is an LSBE-only action is to consult the LSBE section of the UMD catalog for specific policies and degree requirements. If in doubt, please ask staff in LSBE Student Affairs.

2. Be very specific with your request and the rationale for it. For example, if you are an organizational management major who is requesting use of a non-LSBE course in Group B, an example of the specific action requested is as follows: “To use Pol 3426-Politics of International Organizations and Law to fulfill one of the Group B Elective requirements in the Organizational Management Major.” Your supporting rationale might then be something like this: “I have a strong interest in international political and legal issues and hope to work for an international corporation. This course was already reviewed and identified as a possible substitution by the department. This course fits well with my interests and career goals.”

3. Meet with your assigned LSBE advisor to discuss this request. If supporting information is needed, such as a course syllabus for something that has not already been reviewed in LSBE, please have that available to attach to the petition. For example, there could be a new upper-division non-LSBE course with a strong international content that is not yet on the approved list, or an advanced international course that you took before transferring to UMD. None of us can make a good judgment without a review of the detailed course content.

4. Once the petition has been signed by your advisor, it is likely to need the review of the chair of the department in which your major resides. On some occasions, you may need an LSBE instructor’s approval for a particular course. For example, if you are asking to waive a particular LSBE course because of a series of other courses that fulfill the same purpose as the required course. Ask your advisor or LSBE Student Affairs staff if these additional signatures are necessary for your particular request.

5. When all signatures are obtained, the petition is returned to the LSBE Student Affairs Office for a final decision and adjustment to your record if approved.