

## 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
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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)

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### 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
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Print Faculty Name	Faculty Signature	Date
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Print Department Chair Name	Department Chair Signature	Date
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Print Dean of Academic Affairs Name	Dean of Academic Affairs Signature	Date
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**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: \_\_\_\_\_