

Penn State Erie, The Behrend College Degree Audit Exception Petition

Before starting the degree audit petition process:

- You must be in the Behrend College major for which you are requesting the substitution. Substitutions cannot be processed for a student in a common year major, i.e., BCBUS, BCEGN, BCHSS, BCSCN, a different college's major, or different location.
- **The course must appear on your Penn State transcript. Please use the PSU course abbreviation and number.**
- You should discuss the substitution with your adviser.

INSTRUCTIONS: After your program chair and school representative have signed the form, submit it to the College Registrar's office (Metzgar Center). Notification will be sent to your PSU e-mail account when the approved changes are made. After notification is received, please obtain a real-time degree audit through eLion.

Student Name: _____ **E-mail:** _____@psu.edu

PSU ID: _____ **Major:** _____

Petition for Course-for-Course substitution						
Indicate the area where the exception is to be used:			<input type="checkbox"/> Major	<input type="checkbox"/> Gen Ed		
PSU Course Abbreviation	Sem Taken	Credits	Substitute for	PSU Course Required	Credits	
			→→→→→			
			→→→→→			
			→→→→→			
			→→→→→			
			→→→→→			
			→→→→→			

Petition for Course-for-Requirement substitution						
Indicate the area where the exception is to be used:			<input type="checkbox"/> Major	<input type="checkbox"/> Gen Ed		
PSU Course Abbreviation	Sem Taken	Credits	To be used for	To be used in the following degree audit requirement area		
			→→→→→			
			→→→→→			
			→→→→→			
			→→→→→			
			→→→→→			
			→→→→→			

Petition for Other Exceptions	
Indicate the area where the exception is to be used: <input type="checkbox"/> Major <input type="checkbox"/> Gen Ed	
What exception are you requesting, for example, credit waiver, course waiver, etc.?	
Why? _____	

Student's Signature: _____ Date: _____

Adviser's Signature: _____ Date: _____

Program Chair's Signature: _____ Date: _____

School Authorized Signature: _____ Date: _____