



Overview

This form is to be used by graduate students who are enrolled in the Architecture Program to initiate a process to amend their approved curriculum. This includes petitioning to enroll in courses at institutions other than the University of Maryland. Petitions must be submitted in a timely manner during the advising period and at least one semester in advance of the proposed amendment. The petition must be discussed in advance with the student's appointed advisor, receive the advisor's approval, and submitted to the Program Director prior to the close of the advising period. Complete a separate form for each course that you desire to have considered for waiver or substitution.

Eligibility

Only students in good academic standing (those with a GPA of 3.0 or higher) are eligible to be considered for an amendment of the approved curriculum.

Supporting Materials for Amendment to the Approved Curriculum

The following materials must be submitted by students who wish to petition to have a course requirement waived or substituted:

- A completed version of this form assembled as a cover sheet to the documents listed below.
- A letter from the student, requesting amendment to the curriculum, the specific change being proposed, and stating the reasons for the proposed amendment.
- Documentation supporting the proposed amendment minimally to include syllabi* from courses previously taken by the student, examples of papers, quizzes, examinations, and/or projects submitted for credit, and a copy of the transcript from the institution indicating the final course grade (must be B or higher).

Supporting Materials for Enrolling in a Course at Another Institution

The Architecture Program generally discourages students from taking courses at institutions other than the University of Maryland, however in exceptional circumstances petitions to enroll elsewhere will be entertained. Students who wish to petition to take a course at another institution must submit the following materials:

- A completed version of this form assembled as a cover sheet to the documents listed below.
- A letter from the student requesting permission to take a course at another institution, the name and accreditation status of the institution at which the proposed course will be taken, the dates of enrollment, and stating the reasons for enrolling in this course at another institution.
- Documentation supporting the petition minimally to include syllabi* from the course offered at another institution.

NB If approved, students will need to achieve a B or better grade in order to receive credit and submit their coursework for review by the Program Director and/or the Director's designee.

* Course syllabi must outline teaching-learning content and student learning outcomes. If the course in question is a substitution for a required course in the M ARCH curriculum the syllabus must indicate the NAAB Student Performance Criteria satisfied in the course.

Submission of This Petition Form:

Complete your portion of this form using only Adobe Acrobat. This form is not uniformly supported by other applications. Using Adobe Acrobat combine the materials requested above into a single PDF with this form as the initial page. Save the combined document as "Yourlastname_PETITION.pdf." Attach the combined document to an e-mail addressed to bkelly@umd.edu. Place "[ARCH PETITION]" in the subject line of the e-mail. The advisor and faculty portions of the form will be completed after the Director reviews the initial petition.

Last Name

First Name

UID

Phone Number (mobile phone preferred)

e-mail address

Name of Your Faculty Advisor

Street Address Line 1

Street Address Line 2

City

State

Postal Code

Country

This section to be completed by the student.

**Semester and year in which
proposed amendment will take place**

**Semester and year of your
anticipated graduation**

Current GPA

In this subsection, provide information about the University of Maryland course that you wish to waiver or substitute.

**UM ARCH
Course
Number**

Course Title

**Credit
Hours**

Type

If this is a required course, list the NAAB SPC numbers covered by this course:

In this subsection, provide information about the institution at which the

Name of Institution

**Last Date of NAAB
Accreditation**

**Next Date of NAAB
Accreditation**

Start date for course

End date for course

Describe term of course

**Course
Number**

Course Title

**Credit
Hours**

If this is a required course, list the NAAB SPC numbers covered by this course:

Provide any relevant additional information here (500 characters max)

I attest that the information provided above is correct and accurate to the best of my knowledge.

If this is a petition to enroll in a course outside of the University of Maryland, I understand I will need to achieve a grade of B or better in order to receive credit and my coursework will be submitted to the Program Director and/or the Program Director's designee prior to acceptance of this coursework as a component of my University of Maryland degree.

Signature (You may type your legal name in this field)

Date

This section to be completed by the student's advisor.

Advisor's Name:

Advisor's Assessment (500 characters max):

Advisor's Recommendation

I support the petition

I do not support the petition

This section be completed by the University of Maryland faculty member who teaches the course proposed to be waived or substituted.

Course Number **Faculty Member teaching this course at UM**

Faculty Member's Assessment (500 characters max)

Faculty Member's Recommendation

I support the petition

I do not support the petition

OFFICE USE ONLY

Current GPA **Action**

Administrative Explanation