Reset Form

University of Hawai'i at Manoa
Shidler College of Business
Office of Student Academic Services
2404 Maile Way; B-101; Honolulu, Hawai'i 96822-2282
Telephone: (808) 956-8215
Email: business@hawaii.edu

Undergraduate Program Petition

Current Business Students

Student: Please fill out sections I and II.

I. Name: _____
Last First

Student I.D.: _____ Class Standing: _____ Today's Date: _____

Major: ☐ ACC ☐ ENT ☐ FIN ☐ HRM ☐ IB ☐ MIS ☐ MGT ☐ MKT ☐ GENERAL

Other: _____

Current/Local Address: _____
Street

_____
City State Zip Code

Telephone No.: _____ Email: _____

II. STATEMENT OF REQUEST: **If you are petitioning for course equivalency, please attach a course syllabus that includes a detailed course description, the textbook(s) used, and the chapters covered to support your request.**

Course No.: _____ Course Title: _____

Institution (Please spell out): _____

Semester/Quarter Taken: ☐ SPRING ☐ SUMMER ☐ FALL Year: _____

Petitioning for:

☐ Course Equivalency to: _____

☐ Concurrent Enrollment with: _____

OFFICE USE ONLY

III. Referred to: _____ Chairperson/Faculty/Dean

Department: ☐ SOA ☐ ITM ☐ FIN ☐ MIR ☐ MKT

Other: _____

I recommend: ☐ Approved ☐ Disapproved for the following reasons:

_____

_____

Date: ___/___/___ Signature: _____

IV. Senior Director has: ☐ Approved ☐ Disapproved for the following reasons:

_____

_____

Date: ___/___/___ Signature: _____

_____ CC: Admissions & Records

Rev: 10/2022