

# Petition Acceptance of Transfer "D"s

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Advisor \_\_\_\_\_  
Phone: \_\_\_\_\_ Email address \_\_\_\_\_  
Major \_\_\_\_\_

I would like to ask for an exception to the OWU transfer credit policy and ask that the following grade(s) be accepted and placed on my OWU transcript. I understand that once these grades are placed on my transcript, **they cannot be removed**. It is also **my responsibility to provide a catalog course description from the semester I took each course**.

\_\_\_\_\_  
Student signature (required)

**Petitions will not be considered without a course description. (A maximum of 6 hours of "D" can be transferred)**

☉ Course number/name \_\_\_\_\_ (course description attached)  
Institution where the course was taken \_\_\_\_\_  
#/credit hours: \_\_\_\_\_  
Grade received: \_\_\_\_\_  
Course will be used to satisfy requirements for \_\_\_\_\_

**Approval**

**Denial**

Division Chair \_\_\_\_\_  
(signature) date

☉ Course number/name \_\_\_\_\_ (course description attached)  
Institution where the course was taken \_\_\_\_\_  
#/credit hours: \_\_\_\_\_  
Grade received: \_\_\_\_\_  
Course will be used to satisfy requirements for \_\_\_\_\_

**Approval**

**Denial**

Division Chair \_\_\_\_\_  
(signature) date

**(For Office Use only by Registrar's Office)**

Completed form received: \_\_\_\_\_  
(date)

These credits have been placed on the student's transcript.

If not, why \_\_\_\_\_

The original will remain in the student's file. A copy will be sent to the student and to the advisor.