

Instructions on How to Complete the DocuSign Form for a Course Petition

Important: Fields highlighted with red and yellow icons are mandatory.
You must complete these steps, or the system will not allow you to submit the form.

Section 1: Personal Information

Name: Last Name, First Name

Email Address: ISU Email preferred

1. **Name:**
 - a. Enter your legal name.
 - b. Format: Last Name, First Name.
2. **Email:**
 - a. Input your ISU Email.
 - b. If you don't have an ISU Email, enter your regularly used email address.

Section 2: Petition Details

<u>SON Program:</u> Choose one	<u>Petition Type:</u> Choose One	<u>Documents Included:</u> Choose Multiple
<input type="checkbox"/> Accelerated	<input type="checkbox"/> Completed Course(s) <small>*if 'Completed' unofficial transcript is mandatory</small>	<input type="checkbox"/> Course Description(s)
<input type="checkbox"/> Traditional	<input type="checkbox"/> Course Pre-Approval <small>*if 'Pre-Approval' write N/A in 'Grade'</small>	<input type="checkbox"/> Course Syllabi
<input type="checkbox"/> ADRN to BSN Completion	<input type="checkbox"/> Other (Include Statement)	<input type="checkbox"/> Unofficial Transcript(s)
		<input type="checkbox"/> Personal Statement

* For each course being considered, attach its course description and syllabus from the specific semester and year it was taken. If it's a completed course, attach the transcript showing your grade for the course. If advised or necessary, include a typed personal statement.

1. **SON Program:** Choose one
 - a. Select the program you are applying for
2. **Petition Type:** Choose One:
 - a. Select the type of petition you are filling out for
 - i. **Completed Course:** You have a letter grade for the course(s)
 - ii. **Course Pre-Approval:** You are either taking the course or planning to take the course in the future
 - iii. **Other (Include Statement):** An option suggested by an advisor for special cases
3. **Documents Included:** Choose Multiple

Note: To attach files: Click the yellow icon with an arrow pointing to a paperclip. You can attach multiple files.

Note: Should I attach a Course Description or a Course Syllabi? Why not both? The more information put in to the form the better we can review the content learned. But at least attaching one is mandatory.

- a. Attach the relevant documents:
 - i. **Course Description:** Find this on the institution's website where you took or plan to take the course. Search their course catalog, locate the specific course, and download the description.
 - ii. **Course Syllabi:** Provided by your professor. If you don't have it, email your professor to request a copy.
 - iii. **Unofficial Transcript:** Mandatory if you have a grade for the course. If this is a Course Pre-Approval, write "N/A" under 'Grade.'
 - iv. **Personal Statement:** Optional. Use this to provide additional information if needed

Section 3: School of Nursing Pre-Requirement Course Information

School of Nursing Pre-Requirement Course Information:

List only one ISU School of Nursing pre-required course number and title per petition

Note: If you need to petition for multiple pre-req courses, you to submit a separate Course Petition Form for each course.

1. School of Nursing Pre-Requirement Course Information:

- a. Write the course number and title of the pre-req course from the ISU School of Nursing.
- b. Example: "LLIB 1115, Introduction to Information Research."

Section 4: Petition Course Information

Petitioned Course(s) Information: This is details regarding the alternative course, not the School of Nursing pre-requisite course

Course #	Course Title (or Other Item)	Institution	Term and Year	Grade <small>*add +/-</small>

1. Petition Course(s) Information:

- This section is regarding the course that you have already taken or are seeing if it is okay to take.
 - As an example, I will be using information:
 - ACAD 1111, Info Literacy and Inquiry course offered at ISU which I have taken in Spring 2022 and have received a letter grade of an 'A' in.
- 1a. **Course #:** Enter the course number
- Using the example information, I would write: 'ACAD 1111'
- 1b. **Course Title:** Enter the course title

- Using the example information, I would write: 'Info Literacy and Inquiry'
- 1c. **Institution:** Name of the institution where the course was or will be taken
 - Using the example information, I would write: 'Idaho State University'
- 1d. **Term and Year:** Indicate when the course was or will be taken.
 - Using the example information, I would write: 'Spring 2022'
- 1e. **Grade:** Enter the grade received. Include a plus (+) or minus (-) if applicable. If this is a pre-approval petition type, write 'N/A'
 - Using the example information, I would write: "A"

Section 5: Signature and Date

Allow 2-3 weeks for a decision to be sent back to you via email



9/17/2024 | 2:19 PM PDT

Student Signature & Date

- **Note:** The red box in this section is just a notice regarding the general deadlines for course petitions. No action is required.
1. **Signature:**
 - a. Click the yellow "Sign" icon. This will open a prompt where you can create your signature.
 - b. Signing indicates that you have completed the form and that the information provided is correct.
 2. **Date:**
 - a. The date will auto-generate when you start the form.

Section 6: School of Nursing Department Review

----- School of Nursing Department Review -----

_____ Approved _____ Not Approved

Program Admissions and Records Specialist
Undergraduate Program - Signature & Date

Comments:

1. **School of Nursing Department Review**
 - a. **No action is needed in this section.**
 - b. After the review, you will receive an email via DocuSign with a complete document inside to view indicating whether your petition is approved or not, along with comments.