

# COM Petition Form

To be filled out by student:

Name: \_\_\_\_\_

BU ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_

COM Major: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Department Chair and/or Associate Dean Decision:

Department Chair Signature: \_\_\_\_\_

Action:            Approve                            Deny

Comments: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_

Action:            Approve                            Deny

Comments: \_\_\_\_\_

Please note, you cannot use this form to petition or seek an exception to BU Hub general education requirements.

Provide a brief explanation of the exception you are seeking. Please include or attach any supporting documentation (course descriptions, syllabus, or any other relevant documents that will support your request).

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## Instructions:

1. Complete all the information in the upper left box.
2. State your exception request clearly and summarize your reasons concisely and accurately. Include dates, course numbers and titles where appropriate. Please be sure to include or attach any supporting documentation.
3. If your request involves a general COM policy or requirement, this form should be submitted to COM Undergraduate Affairs ([comugrad@bu.edu](mailto:comugrad@bu.edu)). If your request involves a course exception in a COM department, please submit this form to that department directly (CM – [mcadvpr@bu.edu](mailto:mcadvpr@bu.edu), FT – [filmtv@bu.edu](mailto:filmtv@bu.edu), JO – [jodept@bu.edu](mailto:jodept@bu.edu)).
4. Generally speaking, students cannot seek exceptions to BU Hub general education requirements. If a course does not offer the BU Hub general education requirement at the time you are enrolled in the course, you cannot petition it to complete the Hub requirement. Courses taken outside of BU do not carry BU Hub general education requirements.
5. COM does not allow for any substitutions or exceptions for the Advertising minor, Public Relations minor, Media Science minor, Film and Television minor, and Journalism minor.
6. Most petition results will be sent to you though email by a member of the COM Undergraduate Affairs team.
7. In cases where a petition request is submitted to seek a special exception to take a COM course without meeting its required pre-requisite, those results will be sent to you by the course offering department.