

## Common Reasons for Voided Course Petitions

### **1. Unofficial Transcript Not Attached**

- If you provided a letter of grade for the course you're petitioning, we still need an unofficial transcript to verify the grade. This is required for each petition, especially if you're submitting multiple petitions.
- Even if you've submitted an official or unofficial transcript to another department, like the registrar or an advisor, you must attach it to this petition. The petition review team does not have access to other departments' files, and we need the transcript for each petition in case of audits.

### **2. Course Description or Syllabus Not Attached**

- Regardless of whether you've been told the petition will be approved, the team needs to review the course content.
- For audit purposes, it's crucial to have documentation showing what was taught in the course.

### **3. Insufficient Information**

- Attaching only a course description without a syllabus might not provide enough information for a thorough review.
- We recommend providing both the course description and the syllabus.
- If you're unsure about the completeness of your information, compare it with the pre-requisite course details in the ISU Course Catalog to ensure all required content is covered.

### **4. Incorrectly Filled DocuSign Form**

- Uniform documentation is necessary for review and auditing.
- Refer to the forms listed on the School of Nursing Petition page for proper instructions on filling out the DocuSign Course Petition Form.
  - Common errors include:
    - 1. Multiple Courses Listed in 'School of Nursing Pre-req Course Information'**
      - Only one ISU School of Nursing Pre-req course is allowed per petition. Though this process might seem tedious, it is essential for proper documentation.
    - 2. Duplicate Entries on Multiple Petitions in the Outside Course Information**
      - A course can only be listed once across all petition forms. No duplicate courses are allowed since only one course can fulfill the pre-requisite requirement.
    - 3. No Course Listed in 'School of Nursing Pre-req Course Information'**
      - This section must include a specific title and course number. Generic terms like "Set A Courses" are insufficient.
      - Clearly state the pre-requisite course you are petitioning for review, such as "LLIB 1115, Introduction to Information Research."