

Sample petition

To: Ann Ellis, Chair of Psychology

From: Student Major

Date: Today

Re: Petition for credits towards the major

The request: In Summer 2008, I completed PSY 386 Stereotyping at State University for 3 credits. I received a grade of A. I am asking the department to accept these 3 credits towards the psychology major, and to allow the course to count toward the fulfillment of required credit at the 300 level.

The rationale: I attach the syllabus from the course which includes the course description, prerequisites, textbook we used, and the various topics that we covered. As you can see from the syllabus, I completed 3 exams, wrote 1 term paper, and gave an oral presentation for my course grade. For my paper (on implicit stereotypes) and oral presentation (on the outgroup homogeneity effect), I read the primary literature and worked with classmates to explore and critically evaluate concepts and principles. Although no lab was included in the course, we did numerous exercises and demos of experiments and examined class data sets to learn the processes of scientific inquiry.