

Course Petition DocuSign Process

Step 1: Accessing the Form

- Click the link on the **bottom** of the School of Nursing page under " School of Nursing Petition Process" section, titled "Course Petition DocuSign Form"
 - Traditional BSN: [Traditional BSN Webpage](#)
 - Accelerated BSN: [Accelerated BSN Webpage](#)
 - BSN Completion for RNs: [BSN Completion for RNs Webpage](#)

Step 2: Enter Initial Information

- Input your legal name
- Input your email address:
 - ISU Email is preferred
 - If you do not have an ISU Email, use an email address you check regularly
- Do not alter any information under the PARS section
- Click 'Begin Signing' at the bottom to start the Course Petition Form.

Applicant NEEDS TO SIGN

Name *

Email *

Program Admissions and Records Specialist NEEDS TO SIGN

Name *

Email *

Step 3: Agreeing to Terms

- If this is your first-time using DocuSign, you will need to agree to the Terms and Conditions.
 - Simply check the box and click 'Continue.'

Please Review & Act on These Documents

Continue

Step 4: Filling out the Petition Form

- Complete all mandatory fields
 - Mandatory Fields are highlighted in red and marked with yellow boxed icons.

Course Petition Form

Wash State University - School of Nursing Undergraduate Program

Required Fields (Mandatory)

Optional Fields

Completed Course(s)

Course Pre-Approval

Other (Include Statement)

Course Description(s)

Course Syllabi

Unofficial Transcript(s)

Step 5: Completing the Document

- Once you have completed the form, click 'Finish.'
 - A prompt will appear asking if you would like to save a copy of the document. This is optional.
- Clicking 'Close' will show your completed document. The blue tab at the top will confirm with the message "Your document is now complete."

*After clicking 'Finish,' DocuSign will automatically send your document to the Program Admission Department for review.

Save a Copy of Your Document

Your document has been signed

If you would like a copy for your records, select Download or Print and Save.

Download Print Close

Completed Course(s)

Course Pre-Approval

Other (Include Statement)

Course Description(s)

Course Syllabi

Unofficial Transcript(s)

Your document is now complete.

Close OTHER ACTIONS

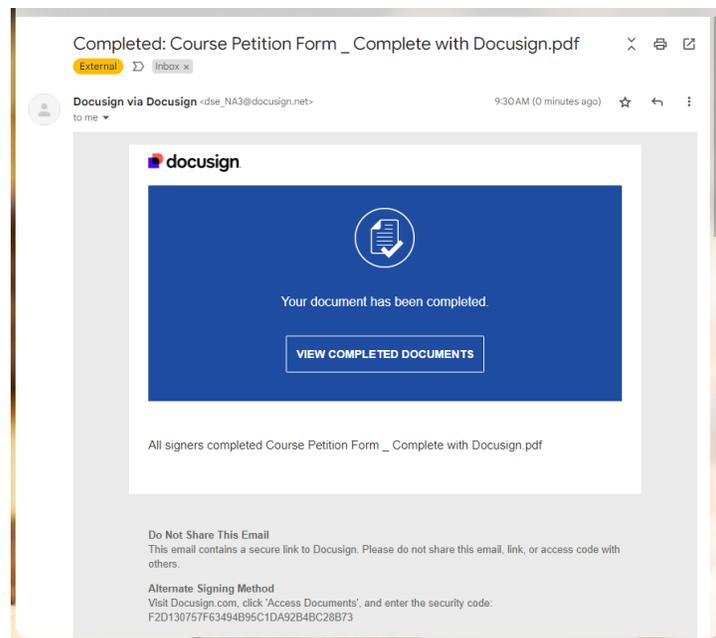
DocuSign Envelope ID: DF1F8F43-F216-4A44-8D22-BC385A562566

Course Petition Form

Idaho State University - School of Nursing Undergraduate Program

After Submission

- Reviewing petitions takes time, so allow 2-3 weeks for processing.
- You will receive an email notification once the form has been reviewed.
 - If you are completing multiple forms, each review will be attached to the same email message. You just need to scroll down to view the others.
- You can view and download the completed document from the email for your records.
 - Reasons to download the completed document:
 - During the application process, you need a spreadsheet for Set A Courses, which will ask if a class needed to be petitioned and when the petition was approved.
 - During the admission process, you need a spreadsheet for Set B Courses, which will ask if a class needed to be petitioned and when the petition was approved



FAQ:

My School of Nursing Course Petition was approved, but my transcript does not show the equivalent ISU course completed. Why?

An approved Petition means that the School of Nursing approved your course as a substitution for a similar requirement in our program. A School of Nursing Adviser will submit the substitution to the Registrar to show your course as a substitution in the nursing requirements.