HOW TO REQUEST PETITION:
1. Complete petition form with course information and reasons (on reverse).
2. Sign the form and have advisor/college sign.
3. Pay $10 fee at Student Accounts/Cashiers (SUB).
4. Return petition form to dean’s office.
5. If you are petitioning to register after the deadline, you must complete the process by paying registration fees to the Student Accounts/Cashiers Office if the petition is approved. Approval of the petition does not guarantee admission to any specific course.

NAME: ________________________________
ID #: ________________________________
Email: ________________________________

☐ Undergraduate  ☐ Graduate  ☐ Law  ☐ Non-Degree

Degree: _________ Major: ____________________________

is requesting a petition for the following action and for the reason indicated on the reverse:

☐ WITHDRAW from following class(es) OR ☐ from the __________________________ semester

☐ DROP following class(es) after deadline

☐ ADD following class(es) after deadline (instructor must submit final grade in writing with petition for a past semester)

<table>
<thead>
<tr>
<th>Action Requesting</th>
<th>Semester</th>
<th>CRN</th>
<th>Subject</th>
<th>Number</th>
<th>Section</th>
<th>Credits</th>
</tr>
</thead>
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</tbody>
</table>

Instructor Signature Required to Add:

☐ CHANGE credits for the following class registration after deadline:

<table>
<thead>
<tr>
<th>Semester</th>
<th>CRN</th>
<th>Subject</th>
<th>Number</th>
<th>Section</th>
<th>Current Credit</th>
<th>New Credit</th>
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</table>

☐ GRADE CORRECTION or INCOMPLETE EXTENSION from instructor for the following class after deadline:

<table>
<thead>
<tr>
<th>Semester</th>
<th>CRN</th>
<th>Subject</th>
<th>Number</th>
<th>Section</th>
<th>New Grade</th>
<th>Extension Date</th>
<th>Reversion Grade</th>
</tr>
</thead>
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</table>

Instructor Signature Required:

☐ Waive/substitute requirements for GRADUATION: ________________________________________________

____________________________________________________________

☐ Other: __________________________________________________________

☐ Student: please briefly describe reason/circumstances for petition on reverse side

☐ Advisor/College: please provide support/rationale for petition on reverse side

COMMITTEE USE ONLY/DO NOT WRITE BELOW LINE

☐ Approved Unanimously  ☐ Approved Not Unanimously  ☐ Denied Unanimously  ☐ Denied Not Unanimously

Action Completed By ________________ Date ________________

Rev 06/14
**Student:** please briefly provide an explanation for your petition and sign:

_____________________________________________________________________________________________
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**STUDENT SIGNATURE** ___________________________________________________________ Date ____________

**Advisor/College:** please briefly provide support/rationale for student’s petition and sign:

_____________________________________________________________________________________________
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**ADVISOR/COLLEGE SIGNATURE** ___________________________________________ Date ____________