

ACADEMIC PETITION**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 (BPC).
4. **Return petition form to academic 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: _____

Phone: _____

Degree: _____ Major: _____

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

☐ **WITHDRAW** from the semester(s): _____

☐ **ADD, DROP, WITHDRAW** from the class(es) below after deadline:

Action Requesting	Semester/Year	CRN	Subject	Number	Section	Credits
<input type="checkbox"/> Withdraw <input type="checkbox"/> Drop <input type="checkbox"/> Add						
<input type="checkbox"/> Withdraw <input type="checkbox"/> Drop <input type="checkbox"/> Add						
<input type="checkbox"/> Withdraw <input type="checkbox"/> Drop <input type="checkbox"/> Add						
Instructor Signature Required to ADD :						

☐ **CHANGE** credits for the following class registration after deadline:

Semester/Year	CRN	Subject	Number	Section	Current Credit	New Credit

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

Semester/Year	CRN	Subject	Number	Section	New Grade	Extension Date	Reversion Grade
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 _____

Student: please provide a brief explanation of the reason for your petition and sign:

STUDENT SIGNATURE _____ **Date** _____

Advisor/College: please provide brief support/rationale for student's petition and sign:

ADVISOR/COLLEGE SIGNATURE _____ **Date** _____

Print Name: _____

Email: _____ **Phone** _____