

**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 <b>ADD</b> :						

**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:

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**STUDENT SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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**ADVISOR/COLLEGE SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

Print Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_