

**General Petition**

INSTRUCTIONS: If you are a degree-seeking student and you desire to initiate a formal petition 1) to advance from Probationary to Classified status, 2) to seek admission into a doctoral program after recently undertaking Master's degree study, 3) to change your present academic program (e.g., the degree sought, the major field, add or delete a formal minor or parallel certificate), 4) to seek advanced standing in your degree-program, 5) to transfer graduate credit from another university, or 6) to request an extension of your assigned time to-degree period, *use the petition-form prepared for the specific request*. If you have another request, use this form to initiate it.

In the space provided below, summarize your request. Please attach to this form a letter to your major field and to your Dean/Director (and any pertinent, supporting documentation), detailing the request and providing the rationale for approval from your standpoint. Your petition with attachment(s), if any, must be transmitted first to your academic advisor, then routed to your major-field chairperson, and finally sent to your Dean/Director/Designee. You, the student, are responsible for this routing.

I petition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please print: \_\_\_\_\_

(Last Name) (First Name) (Middle Initial) (Banner ID)

Local Address: \_\_\_\_\_

(Street, Apt) (City) (State) (Zip Code)

E-mail Address: \_\_\_\_\_ Local Phone No. \_\_\_\_\_

I recommend  approval  denial Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
of this petition. (Advisor)

I recommend  approval  denial Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
of this petition. (Chairperson/Director)

Remarks and/or Special Conditions of the Major Field: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Petition is  approved  denied on: \_\_\_\_\_

Remarks/Conditions: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Dean/Director/Designee

Copies sent to  Student  Advisor  Major-Field Chairperson  AVP Graduate Education on \_\_\_\_\_  
(Date)