PETITION FORM

NAME: _______________________________________________________ ID NUMBER: _____________________

ADVISOR: _________________________ DATE: __________________ SEMESTER: ______________________

PROGRAM: CIVIL CS ECE IT MECH LEVEL: BA BS MS PHD

TO BE COMPLETED BY THE STUDENT:

PETITION REQUEST: (State your request clearly. Please limit each petition form to one request each.)


JUSTIFICATION: (Thoroughly explain the reason for the request. Attach additional pages and documentation as needed.)


Student’s Signature: Date: ( ) Attachments

TO BE COMPLETED BY THE DEPARTMENT:

INSTRUCTOR OR ADVISOR COMMENTS: (optional)


Signature: Date:

DEPARTMENTAL COMMITTEE DECISION: ☐ APPROVED ☐ DENIED


Committee Chair Signature: Date:

DISTRIBUTION OF FORM

Sent to: ☐ Student ☐ Office of Registration and Records ☐ International Student Affairs Office ☐ Other

By: ______________________ Date: ____________________

By: ______________________ Date: ____________________

By: ______________________ Date: ____________________

By: ______________________ Date: ____________________

By: ______________________ Date: ____________________

By: ______________________ Date: ____________________

By: ______________________ Date: ____________________

Updated 7/12/2018