

GENERAL PETITION FORM

The General Petition form is required whenever an exception is made to an academic or registration policy. All policies are published in the [Academic Catalog](#).

Please complete this form in its entirety and submit it to the Office of the Registrar. Incomplete or illegible forms will delay the review of your petition.

Supplementary forms may be required. Please confirm whether additional documents are required *before* submitting the General Petition. Incomplete requests will delay the review of your petition.

Approval is not guaranteed.

SECTION I: STUDENT INFORMATION (To be completed by the Student)

Name:		Student ID #:	
PO Email:		Phone:	
Address:			
City:	State::	Zip Code:	
Faculty Advisor Name:			
Current Academic Program:			
<input type="checkbox"/> BA/HD	<input type="checkbox"/> MA/HD	<input type="checkbox"/> MA/ECE	
<input type="checkbox"/> BA/ECE	<input type="checkbox"/> MA/MFT	<input type="checkbox"/> MA/ED with Credential:	<input type="checkbox"/> Non-Matriculating
<input type="checkbox"/> BA/ECE with Credential:	<input type="checkbox"/> MA/OLC	<input type="checkbox"/> Credential Only:	<input type="checkbox"/> Other:

SECTION II: FORMAL STATEMENT (To be completed by the Student)

What type of exception are you requesting?	
<input type="checkbox"/> Late Registration	<input type="checkbox"/> Late Fee Waiver for Degree Conferral
<input type="checkbox"/> Academic Exception:	<input type="checkbox"/> Other:
Detail the extenuating circumstances which warrant an exception to policy. Attach a typed sheet if more space is needed (one page maximum). Without specific facts, dates, or supporting documentation, your request is less likely to be considered.	
Student Signature:	Date:

SECTION III: COMMITTEE DECISION (Committee Use Only)

<input type="checkbox"/> Approved	Rationale for Decision:	Late Registration Fee?
<input type="checkbox"/> Denied		<input type="checkbox"/> Yes <input type="checkbox"/> No
Late Registration Committee:		Date:
Academic/Associate Dean/Registrar Signature:		Date:
Academic Standards Committee:		Date:

SECTION IV: PROCESSING (Office of the Registrar Use Only)

Registrar (or designee):	Date:
Comments:	