

**ADMINISTRATIVE PROCEDURES PETITION FORM**

NAME (LAST, FIRST, M.I.)	Student ID#	SOCIAL SECURITY NO.
E-MAIL ADDRESS		
LOCAL ADDRESS	STREET	CITY STATE ZIP
LOCAL PHONE NO.	EXPECTED GRADUATION DATE	MAJOR DATE PETITION INITIATED

<b>INSTRUCTIONS</b>	<b>LIMIT EACH PETITION FORM TO A SINGLE REQUEST - TYPE OR PRINT, AND USE BLACK INK.</b>
	<b>BE SPECIFIC AND CLEAR</b> IN YOUR REQUEST, I.E. SPECIFY COURSE(S) BY NAME AND NUMBER
	IT IS THE RESPONSIBILITY OF THE STUDENT TO COMPLETE THE PETITION, OBTAIN THE NECESSARY SIGNATURES AND SUBMIT THE FORM TO THE OFFICE OF THE REGISTRAR, ROOM 201, TWAMLEY HALL.
	IF APPROPRIATE, ATTACH ADDITIONAL DOCUMENTATION TO THE PETITION.

**ACTION REQUESTED (Be Specific):**

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**WHY COMMITTEE SHOULD APPROVE YOUR REQUEST (Be Specific):**

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**STUDENT SIGNATURE:** \_\_\_\_\_

	JUSTIFICATION OF RECOMMENDATION	SIGNATURE	DATE	RECOMMENDATION		
				APPROVE	DIS-APPROVE	NONE
ACADEMIC ADVISER						
INSTRUCTOR OF COURSE						
DEPT. CHAIR OF COURSE						
DEAN OF COURSE						
STUDENT'S ACADEMIC DEAN						

<b>ACTION:</b>	<b>SIGNATURES REQUIRED:</b>
Extension of time to remove an incomplete:	Instructor, Dept. Chair, Dean of Course
"C" Repeat:	Adviser, Dept. Chair, Dean of Course
Changes or Drops after deadline:	Adviser, Instructor, Dept. Chair, Dean of Course, Student's Dean
Total Withdrawal after deadline:	Adviser, Chair of Student's Major, Student's Dean
Questions regarding all other types:	Contact the Office of the Registrar.

**COMMITTEE'S ACTION:**     APPROVED     DISAPPROVED     OTHER \_\_\_\_\_

DATE \_\_\_\_\_