



GENERAL PETITION

Office of Admissions and Records

OFFICE USE ONLY

Intake Clerk: _____

Name: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Last First </div>	Student ID #: _____
Address: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Number Street </div>	Date of Birth: _____
_____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> City State Zip </div>	E-Mail: _____
	Contact Number: _____

Directions: Completed petition needs to be submitted to Admissions with supporting documentation. Student will be notified in writing or through email within 10 working days.

I request: (Check appropriate box and explain below in detail).

- Academic Credit:** (AP, CLEP, Military, Police Academy) **Academic Dismissal Reinstatement**
- Enrollment Error:** Semester _____ Course _____ Section# _____
- Foreign Transcript Credit** (Attach original evaluated foreign transcript)
- Replacement of** **AA Degree** **Certificate:** _____ **Deans Honor:** _____
(Replacement Degree \$20, Certificate \$5) Receipt #: _____ Semester/Year
- Other:** _____

Reason\Problem: BE SPECIFIC - Attach copies of all pertinent documents. (Use reverse side if additional space is needed)

Student's Signature _____ **Date** _____

Forwarded To: _____ Date: _____	FOR OFFICE USE ONLY	Logged: _____ Processed By: _____ Notice Sent: _____
<input type="checkbox"/> Dean <input type="checkbox"/> Evaluator <input type="checkbox"/> Dept. Chair <input type="checkbox"/> Supervisor <input type="checkbox"/> Other: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Action	_____ _____ _____
	Signature: _____	Date: _____