



GENERAL PETITION

Instructions:

1. Type or print in black or blue ink.
2. State request and reasons fully and clearly.
3. Submit petition to the **Admissions Office Window**, room SSA 107

LAST NAME	FIRST NAME	MIDDLE NAME	DATE
STREET ADDRESS		CITY	STATE
		ZIP CODE	STUDENT ID NUMBER
SUBJECT			TELEPHONE #
_____ SEMESTER & YEAR _____			

STATE REQUEST AND REASONS (use reverse side of sheet or additional pages if necessary):

It is the student's responsibility to attach transcript(s) and course description(s).

STUDENT'S SIGNATURE

DIVISION CHAIR'S ACTION:		NOTE COMMENT		ADMINISTRATIVE ACTION:		NOTE COMMENT	
DENY	GRANT	NOTE CONDITION		DENY	GRANT	NOTE CONDITION	
_____		_____		_____		_____	
DIVISION CHAIR'S SIGNATURE		DATE		OFFICIAL'S SIGNATURE		DATE	

GRANT COMMENTS:

- I) NonFTES number assigned. Highest grade earned and completed will be used in the calculation of grade point average upon completion of second repeat. All grades earned will show on transcript.
 - II) Official transcript must be mailed directly to the Admissions Office from the University or College to receive credit.
 - III) Official AP report from the College Board must be mailed directly to the Admissions Office to receive credit.
- Other Comments:

FOR OFFICE USE ONLY	NOTICE OF DECISION	MAILED ON:	BY:
---------------------	--------------------	------------	-----