

PETITION FOR SPECIAL REQUEST

This petition form is to be used for requests that do not fall under these categories: Substitution of a required course; dropping a course after the campus deadline; and any type of re-entry request.

PROCEDURAL GUIDELINES

- 1) The petition needs to be completed in full and should be reviewed by your academic advisor prior to its submission for review to the College of Agricultural, Consumer and Environmental Sciences Academic Programs office.
- 2) It is **YOUR** responsibility to obtain and submit with the petition any documentation that supports this request.
- 3) A decision will be sent to the email address you list on this form within five to ten business days.

Due to federal privacy laws (FERPA), the information in and status of your petition cannot be discussed with anyone other than you as the student without a signed release form.

**STUDENT'S WRITTEN REMARKS
TO PETITION FOR SPECIAL REQUEST**
(PLEASE TYPE OR PRINT LEGIBLY)

STUDENT'S NAME UIN

SEMESTER/YEAR HOURS ENROLLED

COURSE, IF APPLICABLE

TYPE or PRINT below the reason(s) why this request is being made and why you believe it should be granted.

I have read this petition, complied with all of the instructions, and attached all necessary documentation.

SIGNATURE MAJOR/CONCENTRATION

STREET ADDRESS CITY STATE ZIP CODE

PHONE NUMBER E-MAIL

TO BE COMPLETED BY ACADEMIC PROGRAMS

FINAL ACTION:

APPROVED, INSTRUCTIONS TO 128 STAFF:

DENIED

DEAN'S SIGNATURE

DATE