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