



GENERAL PETITION

Office of Admissions and Records

OFFICE USE ONLY

Intake Clerk: _____

Name: _____		Student ID #: _____	
Last	First		
Address: _____		Date of Birth: _____	
Number	Street		
_____		E-Mail: _____	
City	State	Zip	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: _____	FOR OFFICE USE ONLY	Logged: _____
Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Action	Processed By: _____
<input type="checkbox"/> Dean	_____	Notice Sent: _____
<input type="checkbox"/> Evaluator	_____	
<input type="checkbox"/> Dept. Chair	_____	
<input type="checkbox"/> Supervisor	_____	
<input type="checkbox"/> Other:	_____	
Signature: _____		Date: _____