



GENERAL PETITION

Office of Admissions and Records

OFFICE USE ONLY

Intake Clerk: _____

Name: _____
 Last First

Student ID #: _____

Address: _____
 Number Street

Date of Birth: _____

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: _____

Processed By: _____

☐ **Approved** ☐ **Denied** ☐ **No Action**

Notice Sent: _____

☐ **Dean**

☐ **Evaluator**

☐ **Dept. Chair**

☐ **Supervisor**

☐ **Other:**

Signature: _____ Date: _____