

# PETITION FOR SPECIAL CONSIDERATION

Name (Please Print) \_\_\_\_\_ I.D. # \_\_\_\_\_  
 Email Address \_\_\_\_\_ Semester for Petition \_\_\_\_\_ P.O. Box \_\_\_\_\_

## Signatures Required for Types of Petitions

Various types of petitions require different signatures. Review the list below to determine the signatures needed for your petition. If your petition type is not listed, contact the Registrar's Office for information on which signatures are required. All signatures must be obtained prior to submitting the form to the Registrar's Office for submission to the Student Progress Committee.

**ALL petitions will need the Student Progress Committee's final approval. You will be notified by email that your petition has or has not been approved by SPC. Your advisor will also be notified by email of the petition status.**

It is the student's responsibility to obtain all required signatures noted below and submit the form to the Registrar's Office for SPC approval. Note that advisor signature is always required.

**IMPORTANT - For issues regarding Core contact the Core Program Office.**

### Types of petitions and required signatures (mark one, then get appropriate approvals)

<i>Issues – Major / Minor Requirement</i>	<i>Advisor &amp; Chair</i>
<i>4-Unit Independent Study Policy Exception</i>	<i>Advisor</i>
<i>Course Overload</i>	<i>Advisor</i>
<i>Course Time Conflict</i>	<i>Advisor &amp; Instructors</i>
<i>Part-Time Status</i>	<i>Advisor &amp; Dean of Students</i>
<i>Walk at Commencement</i>	<i>Advisor, Chair &amp; an Acad Assoc Dean</i>
<i>Course Repeat for Credit</i>	<i>Advisor &amp; Chair</i>
<i>Prior Transfer Courses for Major</i>	<i>Advisor &amp; Chair</i>
<i>Incomplete Grade</i>	<i>Advisor, Instructor &amp; Dean of Students</i>
<i>Other:</i>	<i>See Registrar for Required Signatures</i>

Any blank areas or missing signatures will void the petition and the petition will not be reviewed by the Registrar or the Student Progress Committee.

Late adds can be done on a schedule adjustment form and do not require the use of this form. Signatures required for a late add: Your advisor and the instructor of the class

**REQUEST** (Attach an additional sheet if necessary) \_\_\_\_\_

**REASON FOR REQUEST:** \_\_\_\_\_

**Please note: For part-time status changes, no adjustment in tuition will be made after the fifth week of classes (see Student Business Services for details)**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**ADVISOR COMMENT AND SIGNATURE (Required for all petitions)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**ADDITIONAL SIGNATURE WITH COMMENT (If applicable)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**ADDITIONAL SIGNATURE WITH COMMENT (If applicable)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**ACTION BY STUDENT PROGRESS COMMITTEE:**

\_\_\_\_\_  
\_\_\_\_\_  
**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **DATE** \_\_\_\_\_

