GENERAL PETITION

"**State law** requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be Informed about the information the university collects about you by use of this form; (2) under sections552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the university correct information about you that is incorrect"

University of Houston
Registration and Academic Records
(713) 743-1010

Name_____
Last First Middle

My UH# / HA# _____ Phone Number_____

Mailing Address_____

City_____ State_____ ZIP_____ EMAIL: _____

To be completed by Advisor
Current_____ Current_____
Student Program/Plan Student Academic Career

Petition Effective_____
BEFORE first class day Semester/Year

Petition Effective_____
AFTER first class day Semester/Year

Mark number for purpose of petition (For numbers with an "*" complete EXPLANATION OF REQUEST)

☐1. Update Student's Program Status/action (readmit, term activate, etc.)_____

☐2. Admission Status change from_____to_____

☐3. Add new career_____
If post baccalaureate, indicate study objective:
- ☐ Second bachelor's degree
- ☐ Requirements for graduate study
- ☐ Teacher certification
- ☐ Personal enrichment

☐ *4. Student request Program Change from
_____to_____

☐*5. Student requests plan(major) change from
_____to_____

☐*6. Degree objective/plan change (B.A,B.S,B.B.A., etc.)
from_____to_____
If you are pursuing or intend to pursue more than one degree and plan at the same time, indicate second degree information under EXPLANATION OF REQUEST.(See number 5 if you are changing plan as well.

☐*7. Requirement Term(year) :
UH Catalog/Career_____Program/Plan_____

☐*8. Student Requests Additional Plan
_____BA/BS/Other_____
Is new plan your ☐ primary or ☐ secondary plan?
Indicate any other plan and/or minors you are currently pursuing Under EXPLANATION OF REQUEST.(See number 6 if you are Changing degree objectives.)

☐ *9. Add second Degree in
_____BA/BS/Other_____

☐*10. Student request removal or change of minor from
_____to_____

☐*11. Add additional Minor in_____

☐*12. Degree requirement exception

☐*13. Special Problems course request (Indicate course(s), course description and instructor.)

☐*14. Course overload (indicate G.P.A., number of hours and courses)

☐*15. Graduate studies leave of absence

☐*16. Graduate studies reinstatement

☐*17. Other

EXPLANATION OF REQUEST:

Signature of Student_____Date_____

ACADEMIC OFFICE USE ONLY

☐Approved ☐Disapproved	Advisor/Instructor	Signature	Print name	Date
☐ Approved ☐Disapproved	Chairperson	Signature	Print name	Date
☐ Approved ☐Disapproved	College Dean	Signature	Print name	Date
☐ Approved ☐Disapproved	Sr. Vice President/Provost (General degree requirement exception only)	Signature	Print name	Date

Comments