

GENERAL PETITION

(Please read instructions on reverse side before completing form.)

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 sections 552.021 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

Name _____
Last First Middle

myUH ID# _____ Phone Number _____

UH CougarNet Email: _____

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 request 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 if you are changing plan as well.

*7. Requirement Term (year): UH Catalog/Career _____ Program/Plan _____

*8. Student Request Additional Plan _____ BA/BS/Other _____

Is new plan be 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

<input type="checkbox"/> Approved	_____	_____	_____
<input type="checkbox"/> Disapproved	Advisor/Instructor	Signature	Print name Date
<input type="checkbox"/> Approved	_____	_____	_____
<input type="checkbox"/> Disapproved	Chaiperson	Signature	Print name Date
<input type="checkbox"/> Approved	_____	_____	_____
<input type="checkbox"/> Disapproved	College Dean	Signature	Print name Date
<input type="checkbox"/> Approved	_____	_____	_____
<input type="checkbox"/> Disapproved	Sr. Vice President/Provost	Signature	Print name Date
(General degree requirement exception only)			

Comments