

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 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"

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)

- | | | |
|---|---|---|
| <p>1. Update Student's Program Status/action (readmit, term activate, etc.) _____</p> <p>2. Admission Status change from _____ to _____</p> <p>3. Add new career _____
 If post baccalaureate, indicate study objective:
 Second bachelor's degree
 Requirements for graduate study
 Teacher certification
 Personal enrichment</p> <p>*4. Student request Program Change from _____ to _____</p> | <p>*5. Student requests plan(major) change from _____ to _____</p> <p>*6. Degree objective/plan change (B.A.,B.S.,B.B.A., etc.)
 from _____ to _____</p> <p>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.</p> <p>*7. Requirement Term(year) :
 UH Catalog/Career _____ Program/Plan _____</p> <p>*8. Student Requests Additional Plan
 _____ BA/BS/Other _____</p> <p>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.)</p> | <p>*9. Add second Degree in
 _____ BA/BS/Other _____</p> <p>*10. Student request removal or change of minor from _____ to _____</p> <p>*11. Add additional Minor in _____</p> <p>*12. Degree requirement exception</p> <p>*13. Special Problems course request (Indicate course(s), course description and instructor.)</p> <p>*14. Course overload (indicate G.P.A., number of hours and courses)</p> <p>*15. Graduate studies leave of absence</p> <p>*16. Graduate studies reinstatement</p> <p>*17. Other</p> |
|---|---|---|

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	Signature	Print name	Date
	(General degree requirement exception only)			

Comments

