



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	

☐ 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 04/17/2025

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	Chairperson	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 (General degree requirement exception only)	Signature	Print name	Date

Comments