

# 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 _____ Student Program/Plan	Current _____ 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)

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

## 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	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 _____

<b>Comments</b> _____ _____ _____ _____ _____ _____ _____
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