

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)

1. Update Student’s Program Status/action (readmit, term activate, etc.) _____	*5. Student requests plan(major) change from _____ to _____	*9. Add second Degree in _____ BA/BS/Other _____
2. Admission Status change from _____ to _____	*6. Degree objective/plan change (B.A,B.S,B.B.A., etc.) from _____ to _____	*10. Student request removal or change of minor from _____ to _____
3. Add new career _____ If post baccalaureate, indicate study objective: Second bachelor’s degree Requirements for graduate study Teacher certification Personal enrichment	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.)	*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
*4. Student request Program Change from _____ to _____		

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

