

# GENERAL PETITION

(Please read instructions on second 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."

University of Houston  
Registration and Academic Records  
(713) 743-1010



## A

Name \_\_\_\_\_ Student \_\_\_\_\_ Current \_\_\_\_\_ Current \_\_\_\_\_  
Last First Middle ID Number Major Classification

Mailing Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Petition Effective \_\_\_\_\_  
City State ZIP Semester/Year

## B

Mark number for purpose of petition (For numbers with an "\*" complete EXPLANATION OF REQUEST)

- |   |  |
|---|--|
| <p><input type="checkbox"/> 1. Admission status change from _____ to _____</p> <p><input type="checkbox"/> 2. Classification change from _____ to _____</p> <p>If postbaccalaureate, indicate study objective:</p> <p><input type="checkbox"/> Second bachelor's degree    <input type="checkbox"/> requirements for graduate study</p> <p><input type="checkbox"/> Teacher certification    <input type="checkbox"/> personal enrichment</p> <p>Note: If graduate level change, college should indicate status code: _____</p> <p><input type="checkbox"/> *3. Course overload (indicate G.P.A., number of hours and courses)</p> <p><input type="checkbox"/> *4. Degree objective change (B.A., B.S., B.B.A., etc.)</p> <p>from _____ to _____</p> <p>If you are pursuing or intend to pursue more than one degree and major at the same time, indicate second degree information under EXPLANATION OF REQUEST. (See number 8 if you are changing major as well.)</p> | <p><input type="checkbox"/> *5. Degree requirement exception</p> <p><input type="checkbox"/> *6. Graduate studies leave of absence</p> <p><input type="checkbox"/> *7. Graduate studies reinstatement</p> <p><input type="checkbox"/> *8. Change of major from _____ to _____</p> <p>Is new major to be your <input type="checkbox"/> primary or <input type="checkbox"/> secondary major?<br/>         Indicate any other majors and/or minors you are currently pursuing under<br/>         EXPLANATION OF REQUEST. (See number 4 if you are changing degree objective.)</p> <p><input type="checkbox"/> *9. Special problems course request (Indicate course(s), course description and instructor.)</p> <p><input type="checkbox"/> *10. Course equivalency evaluation of transfer credit</p> <p><input type="checkbox"/> *11. Other</p> |
|---|--|

EXPLANATION OF REQUEST:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

## C

### Academic Office Use Only

<input type="checkbox"/> Approved		_____	PRINT NAME	_____	Date	_____
<input type="checkbox"/> Disapproved	Advisor/Instructor	_____	SIGN NAME	_____	Date	_____
<input type="checkbox"/> Approved		_____	PRINT NAME	_____	Date	_____
<input type="checkbox"/> Disapproved	Chairperson	_____	SIGN NAME	_____	Date	_____
<input type="checkbox"/> Approved		_____	PRINT NAME	_____	Date	_____
<input type="checkbox"/> Disapproved	College Dean	_____	SIGN NAME	_____	Date	_____
<input type="checkbox"/> Approved		_____	PRINT NAME	_____	Date	_____
<input type="checkbox"/> Disapproved	Sr. Vice President/Provost (general degree requirement exception only)	_____	SIGN NAME	_____	Date	_____

### Comments

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

INSTRUCTIONS FOR COMPLETING GENERAL PETITION FORM – (Consult the Undergraduate or Graduate Studies Catalog and/or your advisor for additional information.)

**AREA A:** Print and complete all information requested and indicate the semester and year you wish to implement your request.

**AREA B:** Mark the number(s) pertaining to your request(s), complete any required information, attach documentation if applicable, and submit to the appropriate office for action.

Note: Some colleges may have additional requirements.

TYPE OF REQUEST	CLASSIFICATION	WHERE TO SUBMIT FOR ACTION
1. <b>Admission status change</b> – This is not a request to be admitted under a new classification. It is to petition a change in status under which you were admitted, i.e., conditional to unconditional. (Attach any documents required by department.)	Graduate Law Optometry Pharmacy	Graduate advisor, dept. or college of major Office of the Dean Office of the Dean Office of the Dean
2. <b>Classification</b> – (FR, SO, JR,SR,PB, GR, LA, OP, PH) Undergraduate classifications are based on the total number of completed UH undergraduate hours and the number of hours accepted by UH by transfer from another institution. Students seeking a graduate classification must have applied and been approved for graduate admission at UH. Postbaccalaureate students (students who have completed an undergraduate degree but have not been formally admitted to a graduate program, but wish to continue their studies) must indicate their study objective. (Attach any documents, transcripts or transcript evaluations required by your department.)	Undergraduate  Undergraduate to Graduate Undergraduate to Postbaccalaureate If you are a former UH student who received degree at UH If you are a former UH student who received degree at other institution  <b>Note: Department must indicate your study objective</b>  Graduate to Postbaccalaureate Law Optometry Pharmacy	Office of Registration and Academic Records Graduate advisor, dept. or college of major  Advisor, department of major Office of Admissions  Graduate advisor, dept. or college of major Office of the Dean Office of the Dean Office of the Dean
3. <b>Course overload</b> – This is a request to take more hours than the Undergraduate or Graduate Catalog indicates for your major and/or classification. Indicate the total number of hours you wish to take in the EXPLANATION OF REQUEST area as well as the names of the course, your cumulative grade point average and your reason for the request.	Undergraduate Graduate Law Optometry Pharmacy	Advisor, department of major Graduate advisor, department of major Office of the Dean Office of the Dean Office of the Dean
4. <b>Degree objective change</b> – This is to request a change from pursuit of one degree to another of the same level, e.g., BA to BS, or to add another degree to the one you are currently pursuing. (Note: You should also read and complete number 8 if applicable.)	Undergraduate Graduate Law Optometry Pharmacy	Undergraduate advisor, dept. of major Graduate advisor, department of major Office of the Dean Office of the Dean Office of the Dean
5. <b>Degree requirement exception</b> – (college, university) Attach any documents required by your college or department.	Undergraduate  Graduate Law Optometry Pharmacy	Undergraduate advisor, dept. of major Graduate advisor, department of major Office of the Dean Office of the Dean Office of the Dean
6. <b>Graduate studies leave of absence</b> – Explain the nature of request.	Graduate	Graduate advisor, dept. or college of major
7. <b>Graduate studies reinstatement</b> – Explain the nature of request	Graduate	Graduate advisor, dept. or college of major
8. <b>Major change</b> – This is to request a change from one major to another or to add a major, e.g., BA in history AND philosophy. Use the EXPLANATION OF REQUEST to detail information regarding your present academic program(s).	(See 4 above)	(See 4 above) Note: Petition for changes in major should be submitted to the advisor/department of the INTENDED
9. <b>Special problems course request</b> – Indicate the course and course description in EXPLANATION OF REQUEST.	All classifications	Advisor, department chair or office of the dean of college in which the course is offered
10. <b>Course equivalency evaluation of transfer credit</b> – This is to request the acceptance of a transfer course as an equivalent of a UH course (Attach any documents required by department, i.e., transcript and course description from other institution, UH evaluation of transfer courses, etc.)	All classifications	Advisor, department or college of major
11. <b>Other</b> – Indicate the nature of your request in EXPLANATION OF REQUESTS.	All classifications	Office of the Dean Office of Registration and Academic Records