



STUDENT PETITION FORM
(SEE DIRECTIONS ON REVERSE SIDE)

PART I

Name _____ ID# _____
(Please print all information) Last First MI

Mailing Address _____
Street City State Zip

EOU email address _____ On-Campus DDE

Phone _____ Major/Minor _____

Quarter/Year action is to affect _____ Advisor's Name _____

Check the box for the specific action you are requesting:

General Education Substitution General Education Waiver Overload = ___ Total credits
For Overload: Overall GPA: ___ Last term GPA: ___

Miscellaneous: list reason _____

For DDE students, please use the online DDE General Education Substitution Form.

Attach a letter (12 pt. font) explaining the actions requested and sign below.

Student Signature _____ Date _____

PART II – Academic Advisor

Recommendation of Advisor _____

Advisor Name (printed) _____ Signature _____ Date _____

PART III – Division Chair

Recommendation of the Division Chair of Course _____

Chair Name (printed) _____ Signature _____ Date _____

PART IV – Academic Dean

Approved OR Disapproved

Name (Printed) _____ Signature _____ Date _____

STUDENT PETITION PROCESS

1. Pick up a Petition Form from the Registrar's Office or on-line at <http://www.eou.edu/artsci/documents/studentpetition.doc>. If you are filing a petition for more than one course, and they fall under different divisions (e.g. Division of Arts and Letters, Division of Social Sciences & Modern Languages, or Division of Science, Mathematics, and Technology), you must submit a separate petition for each division and obtain the signature of the Division Chair under the requisite Division. You may have more than one course on a petition for each division.
2. Complete part I of the form, including checking the box for the desired action. Attach a signed and dated letter documenting exactly the action you are requesting. Provide sufficient justification for your request. Attach documentation if appropriate. Please print or type information. Sign and date all attachments.
3. See the chart below to determine required signatures.
4. Meet with advisor/division chair to secure required signature(s) and recommendation in Part II (and Part III if three signatures are required).
5. **Submit the completed Petition to the appropriate office.**
 - a. If the action requires a signature by a Division Chair, submit this form to the appropriate office.
 - b. If the *final decision* is to be made by the Dean, submit the form to the appropriate Dean's office.
6. **Students will be notified of the final decision by the Registrar's Office through their official email address.**
7. All petition requests for the current quarter must be submitted to the Academic Dean's Office 10 days prior to the end of the term.

NOTE: Petition Forms will be accepted but final action will not be taken if a student has a hold preventing such action. For example: a student with a hold that prohibits registration will not be allowed to add even with an approved petition for course overload until such hold is removed or resolved.

Action	Signatures Required:	Submit completed petition form for final decision to: Part IV
* Course Overload (22 or more credits in one term).	<input type="checkbox"/> Student <input type="checkbox"/> Advisor	Academic Dean
Waiver or Substitution of General Education Requirements (Core courses)	<input type="checkbox"/> Student <input type="checkbox"/> Advisor <input type="checkbox"/> Division Chair of Course Area	Academic Dean of course area
Miscellaneous	<input type="checkbox"/> Student <input type="checkbox"/> Advisor	Division Chair or Academic Dean for early Graduation approvals

*The minimum number of hours for a regular undergraduate student is 12 and the maximum is 21, including correspondence extension credits. A student may enroll for more than 21 credits with the permission of their advisor and the College Dean. They shall consider the student's academic record and program, and the proposed courses in making the decision. A cumulative GPA of 3.000 or better from the previous term ordinarily is necessary for an overload.