



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** **Online**

Phone (_____ **Major/Minor** _____

Quarter/Year action is to affect _____ **Adviser'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 General Education substitutions please contact your adviser.

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

Student Signature _____ **Date** _____

PART II – Academic Adviser

Recommendation of Adviser:

Adviser 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

Comments:

Name (printed) _____ **Signature** _____ **Date** _____

Petition Form Process

1. Pick up a Petition Form from the Registrar's Office or online at: <http://www.eou.edu/artsci/documents/studentpetition.pdf>. If you are filing a petition for more than one course, and they fall under different divisions (e.g. Division of Arts & Letters, Division of Social Sciences & Modern Languages, or Division of Science, Mathematics and Technology), you must submit a separate petition for changes 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 adviser/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 adviser 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.

Rev 4/4/11