

**STUDENT PETITION FORM**

(SEE DIRECTIONS ON REVERSE SIDE)

**PETITION FEE (\$5.00)**

**Pay at the Controller's Office**

Receipt #: \_\_\_\_\_

Date: \_\_\_\_\_ Initials \_\_\_\_\_

Waive Fee

**PART 1**

**Name** \_\_\_\_\_ **ID #** \_\_\_\_\_  
 (Please print all information) Last First MI

**Mailing Address** \_\_\_\_\_  
 Street City State Zip

**Phone** \_\_\_\_\_ **Major/Minor** \_\_\_\_\_

**Semester/Year action is to affect** \_\_\_\_\_ **Advisor's Name** \_\_\_\_\_

**Check the box for the specific action you are requesting:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Late Drop (class) _____   | <input type="checkbox"/> Late Total Withdrawal   | <input type="checkbox"/> Overload (20 or more credits per term) |
| <input type="checkbox"/> General Education Substitution                                      | <input type="checkbox"/> Academic Forgiveness Term(s): _____<br>See catalog for policy | <input type="checkbox"/> Reinstatement after Suspension         |
| <input type="checkbox"/> Financial Aid Appeal<br>Referral from Financial Aid Office required | <input type="checkbox"/> Admission Appeal  | <input type="checkbox"/> Residency Appeal                       |
| <input type="checkbox"/> Miscellaneous: list reason _____                                    |  |   |

**Attach a signed letter explaining the actions requested and sign below.**

**Students may call 208-792-2325 to request to attend a Petition Committee meeting in person.**

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

**PART II**

Recommendation of Advisor \_\_\_\_\_

Advisor Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommendation of Instructor \_\_\_\_\_

Instructor Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART III**

Recommendation of Division Chair \_\_\_\_\_

Chair Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART IV.**

**Approved**     **Denied**     Division Chair    **OR**     Dean    **OR**     Petition Committee    **(check which)**

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Petition Form Process

## Directions for Students:

1. Pick up a Petition Form from the Registrar's Office. A separate petition (and payment) is required for changes for EACH Division. Total withdrawal requires only one petition; however, signatures will be required from ALL faculty for the withdrawn term.
2. **Pay \$5 fee at the Controller's Office; the Controller's Office must complete the payment box at the top of the form before it can be processed.** Petition fee may be waived by recommendation of the respective Division Chair to the Dean, who will sign off in the petition fee box on the reverse side of this form (thereby approving the petition fee waiver).
3. 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.
4. See the chart below to determine required signatures.
5. Meet with advisor/instructor/Division Chair to secure required signature(s) and recommendation in Part II (and Part III if three signatures are required).
6. **Submit the completed Petition.**
  - a. **Submit completed petitions and all supporting documentation to the Dean of Professional/Technical Programs Office located in MTB 101.**
  - b. **Students may call 208-792-2225 to request to attend a Petition Committee meeting in person.**
7. **The Dean of Professional/Technical Programs Office will notify students of the final decision regarding their petition via a mailed letter.**

*All petition requests for the current semester must be submitted to the Professional/Technical Dean's Office **10 days prior to the end of the term**, or the petition will be processed after the term is completed.*

**NOTE: Petition Forms will not be accepted from students who have a "hold" on their account.**

ACTION	SIGNATURES REQUIRED: DEAN LISTED IN THIS COLUMN IS THE DEAN OF STUDENT SERVICES FOR UNDECLARED AND NON- DEGREE SEEKING MAJORS	PETITIONS WILL BE REVIEWED FOR FINAL DECISION BY: PART IV
Late Adds AFTER the Term is Over (Late Adds during the term do not require a petition)	<ul style="list-style-type: none"> <li>• Student</li> <li>• Course Instructor</li> <li>• Division Chair/Dean offering course</li> </ul>	Petition Committee
Late Drops (a grade of W will appear on transcript)	<ul style="list-style-type: none"> <li>• Student</li> <li>• Course Instructor</li> <li>• Advisor</li> <li>• Division Chair/Dean offering course</li> </ul>	Petition Committee
Late Total Withdrawal (a grade of W will appear on transcript)	<ul style="list-style-type: none"> <li>• Student</li> <li>• Course Instructor(s)</li> <li>• Advisor</li> <li>• Division Chair/Dean of student's major</li> </ul>	Petition Committee
Approval of Course Overload (20 or more credits in one term) <b>overload fee assessed cannot be waived</b>	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> <li>• Division Chair/Dean of student's major</li> </ul>	Professional/Technical Dean
Waiver or Substitution of General Education Core Requirements (including ADA accommodations)	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> <li>• Division Chair/Dean of student's major</li> <li>• Division Chair/Dean offering course</li> <li>• ADA Officer (for ADA issues)</li> </ul>	Professional/Technical Dean
Academic Forgiveness	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> <li>• Division Chair/Dean of student's major</li> </ul>	Petition Committee
Reinstatement After Suspension	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> <li>• Division Chair/Dean of student's major</li> </ul>	Petition Committee
Financial Aid Appeal (Program Plan must be attached)	<ul style="list-style-type: none"> <li>• Student</li> </ul>	Petition Committee
Admission Appeal	<ul style="list-style-type: none"> <li>• Student</li> </ul>	Petition Committee
Residency Appeal	<ul style="list-style-type: none"> <li>• Student</li> </ul>	Petition Committee
Miscellaneous	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> <li>• Division Chair/Dean of student's major</li> </ul>	Petition Committee