



## General Education Student Petition Form

### Instructions:

The student petitioner should complete sections one and two of this petition form and obtain a copy of the syllabus for the course that they are petitioning and a copy of a current (unofficial) transcript. The petition, syllabus, and transcript should be emailed to [your assigned advising center](#) for all of the remaining REQUIRED signatures and approvals in section three of this form. After complete review and approval or disapproval from the advising center, department chair (or designee), and dean of the college/school (or designee), your advising center will send the petition, syllabus and transcript to [general.education@unlv.edu](mailto:general.education@unlv.edu) for consideration by the [UNLV Faculty Senate General Education Committee](#) (FSGEC). The Chair of the FSGEC will complete section four of this form, indicating the Committee's official decision. The Chair of the FSGEC also will notify the student petitioner and all appropriate parties, including the Office of the Registrar, of the Committee's decision.

### Section 1: Student information

Full name: \_\_\_\_\_

UNLV email address: \_\_\_\_\_

Select your College from the dropdown menu:

Major: \_\_\_\_\_

NSHE ID: \_\_\_\_\_

### Section 2: Petition details and rationale

Select from the dropdown menu the General Education "area" that you are petitioning:

Rationale: Please write a brief and clear explanation of the reason for your appeal below. If necessary, you may attach a typed letter and supporting documentation.

If you received financial aid or veteran’s educational benefits, you should contact the [Financial Aid & Scholarships Office](#) and/or the [Military & Veteran Services Center](#) before submitting your petition. There may be negative financial or eligibility repercussions (ex: repayment) if your petition is approved.

I hereby authorize the Office of the Registrar to release my academic records, and I attest that I have reviewed all possible negative financial or eligibility repercussions.

Student Signature: \_\_\_\_\_

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

**\*\*\*Please remember to include a copy of the course syllabus and a recent copy of your unofficial transcript.\*\*\***

**Section 3: Required signatures**

Academic Advisor Name (print or type): \_\_\_\_\_

Signature: \_\_\_\_\_

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

Academic Advisor      Approve       Disapprove

Department Chair (or designee) Name (print or type): \_\_\_\_\_

Department Chair (or designee) Signature: \_\_\_\_\_

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

Department Chair      Approve       Disapprove

Dean (or designee) Name (print or type): \_\_\_\_\_

Dean (or designee) Signature: \_\_\_\_\_

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

Dean Approve       Disapprove

Comments?

Section 4: Advisor, email signed petition to [general.education@unlv.edu](mailto:general.education@unlv.edu) for adjudication by the Faculty Senate General Education Committee. Please be sure to include a copy of the course syllabus and a recent copy of the petitioner's unofficial transcript.

Committee decision is indicated here:

Action Taken by Committee: Approve  Disapprove

Vote totals-Yea: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstention: \_\_\_\_\_

Committee Chair Name (type or print): \_\_\_\_\_

Committee Chair Signature:

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

Committee comments: