



General Petition Form

Step 1: Complete Student Information

Full Name: _____ NSHE ID: _____
 Email: _____ Phone: _____
 College: _____ Major: _____

Step 2: Select the Requested Action

Step 3: Identify the Affected Semester _____ Year _____

If you received financial aid or veteran's educational benefits, contact the Financial Aid & Scholarships Office and/or the Military & Veteran Services Center before submitting your appeal to the Faculty Senate Office. If your petition is approved, there may be negative financial or eligibility repercussions (ex: repayment).

Step 4: Justification

Please write a brief statement below. Attach a personal typed letter and supporting official documentation (if applicable).

Step 5: Email the completed petition to your major or department's appropriate academic advising center for signatures.

Step 6: The Academic Advising office/department will forward your petition to the Faculty Senate.

Step 7: Once completed, you will be notified of the decision. If approved, the petition will be forwarded to the Office of the Registrar for processing.

I authorize the Office of the Registrar to release my academic records. I have reviewed the possible negative financial or eligibility repercussions.

Student Signature Date

Official Use Only:

Comments:

Approved Disapproved

Academic Advisor _____ Signature Date

Chair or Designee _____ Signature Date

Dean or Designee _____ Signature Date

Instructor (when required) _____ Signature Date

Comments:

Approved Disapproved

Action Taken by Committee

Chair of the ASC or Designee Date