

# Academic General Petition

## Student Section

Name: \_\_\_\_\_ APU ID#: \_\_\_\_\_

Cell phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Have you submitted a graduation application?  Yes  No Are you an athlete?  Yes  No

Are you an international student?  Yes  No

Check all that apply:  Late Schedule Change - Add/Drop Form Required  Late Withdrawal  Grade Appeal  
 General Education Requirement  Major/Minor Requirement  Other

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

(If petitioning a specific course) APU course: \_\_\_\_\_ Course Section: \_\_\_\_\_ Class#: \_\_\_\_\_ Term: \_\_\_\_\_ Instructor \_\_\_\_\_

Request (please be specific): \_\_\_\_\_

\_\_\_\_\_

Reason for request (attach supporting documents if necessary): \_\_\_\_\_

\_\_\_\_\_

By signing and submitting this form I understand that I am responsible for all tuition and fees associated with late enrollment activity to my record and agree to the terms and conditions in the Promise to Pay policy as stated in the catalog.

Student signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please submit completed form to SSC. All necessary signatures will be obtained for you. You will receive a copy of this form once a decision has been reached.**

## Faculty Section

Instructor: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Favorable  Unfavorable

(Please attach a grade change form if petitioning for the late add of a completed course.)

Comments (required):

Program Director or Chair: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Favorable  Unfavorable

Comments (required):

Dean: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Favorable  Unfavorable

Comments (required):

Other: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Favorable  Unfavorable

Comments (required):

## SSC (Office Use Only)

Approved  Denied Signed: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Comments:

Logged: \_\_\_\_\_  
SSC (White)

Revised 3/2024  
Department (Yellow)