

# GENERAL PETITION

Office of Admissions and Records



**Directions:** Completed petition needs to be submitted to Admissions with supporting documentation. Student will be notified in writing or through email within 10 working days.

**I request:** (Check appropriate box and explain below in detail).

- Academic Credit:** (AP, CLEP, Military, Police Academy)  (rkiny) \_\_\_\_\_ Section# \_\_\_\_\_
- Foreign Transcript Credit** (Attach original evaluated foreign transcript)
- Replacement of**  **AA Degree**  **Certificate:** \_\_\_\_\_  **Deans Honor:** \_\_\_\_\_  
(Replacement Degree \$20, Certificate \$5) Receipt #: \_\_\_\_\_ Semester/Year
- Other:** \_\_\_\_\_

**Reason\Problem:** BE SPECIFIC - Attach copies of all pertinent documents. (Use reverse side if additional space is needed)

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Forwarded To:</b> _____	<b>FOR OFFICE USE ONLY</b>	<b>Logged:</b> _____
<b>Date:</b> _____	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b> <input type="checkbox"/> <b>No Action</b>	<b>Processed By:</b> _____
<input type="checkbox"/> <b>Dean</b>		<b>Notice Sent:</b> _____
<input type="checkbox"/> <b>Evaluator</b>		
<input type="checkbox"/> <b>Dept. Chair</b>		
<input type="checkbox"/> <b>Supervisor</b>		
<input type="checkbox"/> <b>Other:</b>		
<b>Signature:</b> _____		<b>Date:</b> _____