



General Petition Form

STEP 1: Complete Student Information

Name _____ NSHE ID _____
Last First Middle

Email _____@unlv.nevada.edu Phone _____

STEP 2: Check requested action Late Add Grade Change Withdrawal Other

STEP 3: Identify affected semester Fall Spring Summer Year _____

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

STEP 4: Justification

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

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

STEP 5: Email completed petition to appropriate academic advising center of your major or department for signatures.

Official Use Only:

College _____ Major _____ Current GPA _____

Approved Disapproved Signature Date

Academic Advisor _____

Chair or Designee _____

Dean or Designee _____

Instructor (when required) _____

Comments:

STEP 6: Faculty Senate petitions will be submitted to the Faculty Senate office by the academic advising center.

Approved Disapproved Signature Date

Action Taken by Committee _____

Comments:

STEP 7: Students will be notified about petition decisions. Approved petitions will be submitted to the Office of the Registrar or appropriate office for processing.