



General Petition Form

Petition addressed to: _____ Date: _____

Student Name: _____ UCID: _____ (Last) (First)
UChicago Email: _____ Phone: _____
Academic Adviser: _____ Year in College: _____
Major(s)/Minor(s): _____ Graduation Quarter: _____

PART I: State your request clearly and in full. See second page for complete instructions.

PART II: Present your case for approval of this petition. Attach documentation as necessary.

Note: Requests lacking complete information or explanation may be returned, resulting in delayed action.

As General Petition Forms are intended for requesting special exceptions to College policies or procedures, your request may or may not be approved. Always retain copies of approved petition forms for your records.

Student Signature: _____ Date: _____

For office use only:

Action Taken: Approved Denied More information needed (see below)

Comments:

Signature: _____ Date: _____

Instructions for General Petition Form

Address and send your petition as outlined by topic below:

Exceptions to Degree Requirements		
Requirement:	Address petition to:	Send petition to:
Core – Arts	Senior Adviser, HCD	collegeadvising@uchicago.edu
Core – Biological Sciences	Senior Advisers, BSCD	collegeadvising@uchicago.edu
Core – Civilization Studies	Senior Adviser, SSCD	collegeadvising@uchicago.edu
Core – Humanities	Senior Adviser, HCD	collegeadvising@uchicago.edu
Core – Mathematics	Collegiate Master, PSCD	collegeadvising@uchicago.edu
Core – Physical Sciences	Collegiate Master, PSCD	collegeadvising@uchicago.edu
Core – Social Sciences	Senior Adviser, SSCD	collegeadvising@uchicago.edu
Major(s)*	Director of Undergraduate Studies	Contact listed in College Catalog
Minor(s)	Director of Undergraduate Studies	Contact listed in College Catalog
<i>Language Competency</i>	<i>See section below</i>	

**If seeking approval to complete a single thesis paper/project for multiple majors, see section below.*

Other Requests		
Topic:	Address petition to:	Send petition to:
Academic Adviser reassignments	Director, CAAO	collegeadvising@uchicago.edu
Extra on-campus work hours	Assistant Director, CAAO	collegeadvising@uchicago.edu
International travel restrictions	Associate Dean for International Education	studyabroad@uchicago.edu
Late course withdrawals	Director, CAAO	collegeadvising@uchicago.edu
On-campus housing exemptions	Dean of Students in the College	collegedos@uchicago.edu
Other housing requests	Executive Director, HRL	housing@uchicago.edu

All other General Petition Forms should be addressed to the Dean of Students in the College and sent to collegeadvising@uchicago.edu for review.

Requests Covered by Other Forms

Please redirect inquiries on the following topics to the appropriate form and/or contact:

College Advising Forms & Petitions	
Additional Quarter of Enrollment Petition	Petition for Late Registration Change
Incomplete Grade Request Form	Registration Consent Form
Extended Enrollment Status Form	Reading & Research Course Form
Language Petition	Request for Leave of Absence
Language Placement Form	Request to Resume Study
Minor Consent Form	Request for Simultaneous Enrollment Form
No Further Enrollments Required Status Form	Single Bachelor's Paper for Multiple Majors Petition
Petition for a 5th Course	Transfer Credit Petition

Professional School Course Enrollment	
School:	Contact:
Chicago Booth School of Business	See Booth website for further instructions
Crown Family School of Social Work	Email registrar@uchicago.edu w/ Registration Consent Form
Harris School of Public Policy	Email harrisregistration@uchicago.edu w/ Reg. Consent Form
<i>Pritzker School of Medicine</i>	<i>Undergraduate enrollment not permitted</i>
UChicago Law School	Petition w/ Registration Consent Form