UIC College of Business Administration
General Petition

Instructions: This form is to be used by students enrolled in the College of Business Administration only. If an evaluation by an instructor or department is required, it will be listed under Advisor's Action. You can obtain the recommendation and resubmit it to 1118 University Hall. **Return to 1118 UH five business days after you submit your petition for the response.**

_____ _____
Last Name First Name Social Security Number

_____ (_____)_____
Address Telephone Number

_____ _____
City, State and Zip Code UIC Email Address

_____ FR SO JR SR Nondegree
Major Class Level (Circle one)

State your request and your reason(s) for the request. Attach all necessary documentation this form. If incomplete or inaccurate information is given, the action on this petition will become void.

_____

_____

_____

_____

_____

Date_____ Student Signature_____

Return to 1118 UH after five working days to obtain your results. Petition results will not be faxed or given over the phone.

Departmental or Instructor Evaluation_____

_____

_____

Date_____ Signature_____ Title_____

Advisor's Action:

☐ Approve ☐ Deny ☐ Meet with an advisor before a decision can be made on this petition.

☐ Obtain a recommendation from_____
Date

☐ Other_____
Date

Comments_____

_____

Date_____ Signature_____, Advisor