



## COMPOSITE PETITION FORM

Student ID No:.....	Full Name: .....
Date of Birth: .....	Major: .....
Mobile No: .....	Email: .....

Nature of Petition (check any that applies) Please, note that under certain circumstances, a petition may not be granted, even if some signatories have already appended their signature. (*Student Handbook*, Sec. 5.25, par. 4)

- |   |   |  |
|---|---|--|
| <input type="radio"/> <b>Late Course Addition</b> | <input type="radio"/> <b>Add Extra Course</b> | <input type="radio"/> <b>Removal of Incomplete</b>   |
| <input type="radio"/> <b>Change of Major *</b>    | <input type="radio"/> <b>Make-Up Exam</b>     | <input type="radio"/> <b>Waiver of Pre-requisite</b> |
| <input type="radio"/> <b>Late Drop#</b>           | <input type="radio"/> <b>Audit a Course</b>   | <input type="radio"/> <b>Late Registration</b>       |

**Late drop course and code:**

(If requesting for Late Course Addition, wish to Audit a Course or Add an Extra Course, complete the section below. **Please, note that any request for Late Course Addition during the 9<sup>th</sup> week will not be processed.** When you do request for a Late Drop during the 9<sup>th</sup> week, you cannot substitute/replace the course you have dropped with a new course at that late stage.)

Course Code: .....	Course Title: .....
Semester GPA: .....	Current CGPA: .....
Reason for taking / adding / auditing course: .....	
.....	
Note: If your current CGPA is above 3.3 and you wish to add an extra course, there is no need to complete and submit this form to do so.	

(If requesting for Removal of Incomplete, complete the section below)

Course Code: .....	Course Title: .....
Reason for requesting for removal of Incomplete (IC): .....	
.....	

(If requesting for change of major, complete the section below)

Current Major: .....	New Major: .....
Effective: <input type="checkbox"/> Fall	<input type="checkbox"/> Spring 20 .....
<b>*Academic Standing:</b> I am fully aware that changing my major will require that:	
1. I complete an academic plan that will allow me to retake all the courses required for the new major in order to meet all graduation requirements	
2. I take all courses required for the new major and that all previous courses related to my previous major will still appear on my transcript and (with the exception of failed courses no longer required for my new major) count towards the calculation of my GPA. <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you ticked <b>Yes</b> above, attach a completed <b>Individual Curriculum Planning Form</b> outlining a realistic plan towards graduation, taking into consideration the structure of pre-requisites for your programme.	



(If requesting for Make-Up or Supplementary examination, complete the section below)

Course Code: ..... Course Title: .....

Reason for requesting for make-up exam: (Please, tick as appropriate)

Non-payment of fees       On health grounds       Cancellation of Paper

AJC Ruling       Late registration       Other

(If requesting for Waiver of Pre-requisite, complete the section below)

Pre-requisite course(s): List the pre-requisite course(s) here:

Course Code: ..... Course Title: .....

Course Code: ..... Course Title: .....

Main course(s): List the main course(s) here:

Course Code: ..... Course Title: .....

Course Code: ..... Course Title: .....

Reason for requesting for waiver of pre-requisite : .....

Please, note: Under certain circumstances, request for waiver of pre-requisite may not be approved.

**Academic Standing:** I anticipate that requesting for waiver of pre-requisite will require an academic plan that will allow me to retake all the courses waived in order to meet all graduation requirements:

Yes       No

*If you ticked Yes above, attach a completed Individual Curriculum Planning Form outlining a realistic plan towards graduation, taking into consideration the structure of pre-requisites for your programme.*

(If requesting for late drop, complete the section below)

# If you intend to late drop (de-register from) a course, you have up to the 9<sup>th</sup> week of lectures within the semester (or during the 4<sup>th</sup> week of lectures within the Summer period) to do so. Any request for late drop beyond this period cannot be granted. **On MCF or Financial Aid?**

**Graduation Status:** I anticipate that dropping (de-registering from) this course will extend my graduation to another year/semester: Yes  No

*If you ticked Yes above, attach a completed Individual Curriculum Planning Form outlining a realistic plan towards graduation, taking into consideration the structure of pre-requisites for your programme. Please, be informed that this process, once initiated, is irreversible.*

**Declaration:** I understand and accept that petitioning to drop a course at this time may require an additional year/semester to graduate, due to course load and pre-requisite requirements and that such an extension may have financial implications for me and my parents, guardians, or sponsors.

.....  
Student's Signature

.....  
Date

**Office Use Only**

Academic Advisor's Approval: .....(Signature) ..... (Date)

HOD's Approval: ..... (Signature) ..... (Date)

Parent/Sponsor/Financial Aid Approval: .....(Signature) ..... (Date)  
(For MCF scholars and others on financial aid petitioning for Late Drop)

Provost's Approval: .....(Signature) ..... (Date)

Academic Registry: .....(Stamp) ..... (Date)