

PETITION FOR SPECIAL CONSIDERATION
College of Liberal Arts • Office of the Dean
Undergraduate Programs Office



Name (please print) UIN: _____

Current Local Address Contact Phone #

Official TAMU Email Address (for notification purposes) Major

I am making the following petition: _____

for the following reason: _____

The following documentation must be attached:

- Student's letter describing extenuating circumstances and rationale for request

The following documentation should be attached when applicable (mark included documents only):

- Copies of fee slips
- Course schedule as of _____
- Letter from course instructor to document _____
- Letter from physician (include contact information for the physician or care provider)
- Letter from _____ regarding _____
- Other _____
- Other _____

Met with an advisor: yes no **Advisor's Name:** _____

I understand that requests can take up to **two weeks** to be processed. **Petitions are only granted if the circumstances are completely outside the student's control and do not reflect a change in the normal rules and policies of the University. Ignorance of University rules, deadlines, and regulations is not a valid excuse.** All documentation must be submitted with this form. Late additions will not be accepted. I understand that communication from Undergraduate Programs Office regarding my petition will only be sent to my official TAMU email account for security purposes. I further understand that providing false information will result in disciplinary action, and hereby state that the information I have provided is true and accurate.

Submission of petition via my neo.tamu.edu email account serves as electronic signature.

Signature Date

For Office Use Only:

Received by Date Recieved

Decisions of the Review Board are final.