

## General Petition Form

|                                    |                                      |             |
|------------------------------------|--------------------------------------|-------------|
| Name _____                         | UCID _____                           | Phone _____ |
| Local Address _____                | Email _____                          |             |
| <small>Number &amp; Street</small> | <small>city, state, zip code</small> |             |
| Adviser _____                      | Year in College _____                | Major _____ |
| Petition addressed to _____        | Date _____                           |             |

**Note:** Requests lacking complete information or explanation will be returned and action will be delayed. Attach documentation as necessary. See second page for full instructions.

State your question clearly and in full.

Present your case for approval of this petition.

Student's signature \_\_\_\_\_

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*Do not write below this line—for office use only*

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

Signature \_\_\_\_\_ Date \_\_\_\_\_



### Instructions for UChicago Courses

Address petition to the person responsible for the area listed below. **Email completed petition to the College Academic Advising Office ([collegeadvising@uchicago.edu](mailto:collegeadvising@uchicago.edu)) except when noted otherwise below.** Students who submit petitions to the advising office will receive an email confirmation with the decision and/or next steps needed. Students petitioning a department regarding major or minor requirements should attach a copy of the approved petition to [collegeadvising@uchicago.edu](mailto:collegeadvising@uchicago.edu). Always retain copies of approved petition forms.

### General Education Requirements (email to [collegeadvising@uchicago.edu](mailto:collegeadvising@uchicago.edu)):

|                                |  |
|--------------------------------|--|
| Biological Sciences            | Address to: Senior Advisers BSCD                       |
| Civilization Studies           | Address to: Senior Adviser SSCD                        |
| Dramatic, Musical, Visual Arts | Address to: Senior Adviser HCD                         |
| Humanities                     | Address to: Senior Adviser HCD                         |
| Mathematics                    | Address to: PSCD Master                                |
| Physical Sciences              | Address to: PSCD Master                                |
| Social Sciences                | Address to: Senior Adviser SSCD                        |
| International Travel           | Address to: Associate Dean for International Education |

### Using a Chicago course to meet requirements in a Major or a Minor

Address petition to the undergraduate counselor or program chair for the department/program (listed in the College catalog), and **email the petition to that office.** All petitions for a major or minor in Biological Sciences should be addressed to Megan McNulty or Chris Andrews, Senior Advisers in the BSCD. Following approval, students should email a copy of the completed petition regarding major or minor requirements to [collegeadvising@uchicago.edu](mailto:collegeadvising@uchicago.edu).

### Registration for Professional School Courses

Students who wish to enroll in classes at the Law School, the Harris School of Public Policy Studies, and the School of Social Service Administration should begin the registration process as soon as possible. After consulting with their College Adviser, students should submit the professional school petition form to [collegeadvising@uchicago.edu](mailto:collegeadvising@uchicago.edu).

The form can be found on the "Tools and Forms" page of the College website. Specify in the petition the course requested, with the full title and the course and section numbers. In the "Present your case" section of the petition, include relevant coursework, including PQs or work experience.

College students are not permitted to enroll in classes in the Pritzker School of Medicine. For the Chicago Booth School of Business, College students must follow the guidelines and directions on this site: <https://www.chicagobooth.edu/offerings/taking-booth-classes>

### Housing Issues

Address petition to Heath Rossner, Interim Executive Director, Housing & Residence Life.

### Petition to Register for a 5th Class

Students in special circumstances may seek to petition to enroll in a fifth class. To do so, you will need to submit a formal petition to the Dean of Students in the College by completing an online fifth course petition using the following link <https://collegesurveys.uchicago.edu/petition-for-fifth-course>. Petitions are accepted during the add/drop week of each quarter. *Please note fifth course petitions are rarely approved.*

### Other Matters (Late Registration Changes, Transfer Credit, etc.)

For late registration changes, use the Late Registration Changes form. This form can be found on the "Tools and Forms" page of the College website.

Petitions for transfer credit should be submitted online at [petition.uchicago.edu](http://petition.uchicago.edu). All other matters, address petition to Jay Ellison, Dean of Students in the College.