**Student Petition - Philosophy**

It is the student’s responsibility to complete this form and *e-mail it* to the department chair. E-mail receipt serves as department record of when the request was received. Incomplete request forms will not be considered.

**Name**: **Date:**

**Contact e-mail: Contact phone:[[1]](#footnote-1)**

**Student ID #:**

**Deadline date**:[[2]](#footnote-2)

**Request**: Succinctly state what you are requesting and only what you are requesting.

**Rationale for request**: Succinctly state your reason / rationale for the request.

1. The dept. needs this information in the event that we need to contact you for further information. [↑](#footnote-ref-1)
2. State the date by which a dept. answer is required in order to meet an HSU or other applicable deadline, if any. E.g. *Feb 1 – HSU Census / add/drop deadline*. (Consult HSU Catalog). Or, state “not applicable”. [↑](#footnote-ref-2)