

General Petition Form

Name _____	UCID _____	Phone _____
Local Address _____	Email _____	
Number & Street		city, state, zip code
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 _____

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. **Submit completed petition to the advising reception desk except when noted otherwise below.** Students who submit petitions to the advising reception desk will receive an e-mail when the petition is ready to be picked up. Students petitioning a department regarding major or minor requirements should deliver a photocopy of the approved petition to the advising reception desk. Always retain copies of approved petition forms.

General Education Requirements (the Core)

Biological Sciences:	Megan McNulty or Chris Andrews, Senior Advisers BSCD – deliver to BSLC 304 or 306
Civilization Studies:	Susan Burns, Senior Adviser SSCD
Dramatic, Musical, Visual Arts:	Sascha Ebeling, Senior Adviser HCD
Humanities:	Sascha Ebeling, Senior Adviser HCD
Mathematics:	Michael Stein, Master PSCD – deliver to HM 235
Physical Sciences:	Michael Stein, Master PSCD – deliver to HM 235
Social Sciences:	Susan Burns, Senior Adviser SSCD
International Travel:	Sarah Walter, Associate Dean for International Education – deliver to HM 203

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 deliver the petition to that office. All petitions for a major or minor in Biological Sciences should be addressed to Megan McNulty (BSLC 304) or Chris Andrews (BSLC 306), Senior Advisers in the BSCD. Following approval, students deliver a photocopy of the completed petition regarding major or minor requirements to the advising reception desk.

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 Swapna Chinniah, Senior Adviser, by emailing it to schinniah@uchicago.edu or turning it in at the front desk of the Advising office.

The form can be found on the "Forms and Petitions" 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:

<http://departments.chicagobooth.edu/srs/nonmbastudent/College.asp>

Housing Issues

Address petition to Sophia Chaknis, Director of College Housing (6030 S. Ellis).

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 should attend all classes for the first two weeks of the quarter, and then submit to Jay Ellison, Dean of Students in the College, a completed petition form and a consent form signed by the professor. If approved, the extra tuition is equal to the charge for one class and cannot be covered by financial aid.

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

For late registration changes, use the yellow petition form available at the advising reception desk.

Petitions for transfer credit should be submitted online at petition.uchicago.edu.

All other matters, address petition to Jay Ellison, Dean of Students in the College.