

College of Technology – General Petition App - Guide for Students

General Petition Form (Undergraduate only)

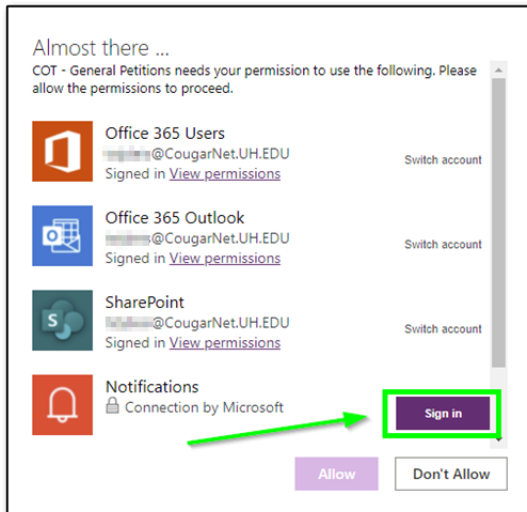
The general petition form is used for a variety of issues including but not limited to:

- Degree requirement exception
- Course substitution (only involving UH classes)
- Course overload request
- Changes to academic records
- Discontinuing a major or minor

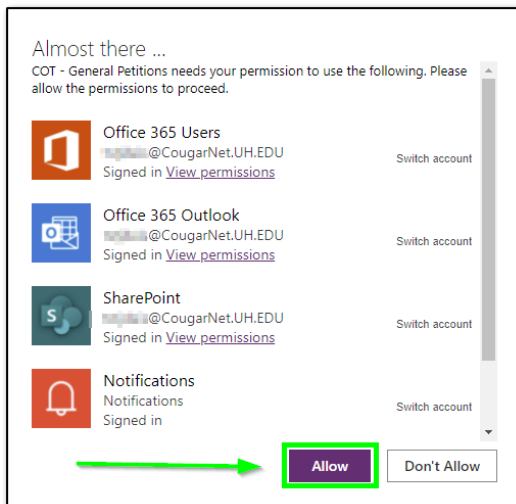
To launch App, go to <https://uh.edu/tech/gp>

Allow Permissions (first time use only)

1. Click **Sign in**. Enter UH CougarNet credentials if prompted.



2. Click **Allow**



Create new General Petition

1. Navigate to <https://uh.edu/tech/gp>
2. Click on **New Petition**



3. Fill out all required fields.

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COT | General Petitions

New Petition My Petitions

New General Petition

MyUH ID# First Name

Last Name

Phone

Mailing Address

City State

Zip

Sign Form

4. Explanation of Request: Clearly explain your request and include any necessary information, justification, etc. Contact your College of Technology academic advisor if you have questions.
5. If applicable, attach supporting documentation.

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COT | General Petitions

New Petition My Petitions

New General Petition

Specify semester, current UH GPA, total number of hours requested, complete list of courses you wish take for the semester, and the reason you are requesting a course overload. Include complete course section information for the course you are requesting to add (e.g. 'DIGM 1350 (19444)'). You should be registered for all other courses if possible.

* Explanation Of Request

Explain in detail

Remaining Charaters: 333

Attachments
Upload supporting documentation as needed (e.g. course syllabus, etc.)

There is nothing attached.

Attach file

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the university correct information about you that is incorrect.

Sign Form

6. Click Sign Form

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New Petition My Petitions

New General Petition

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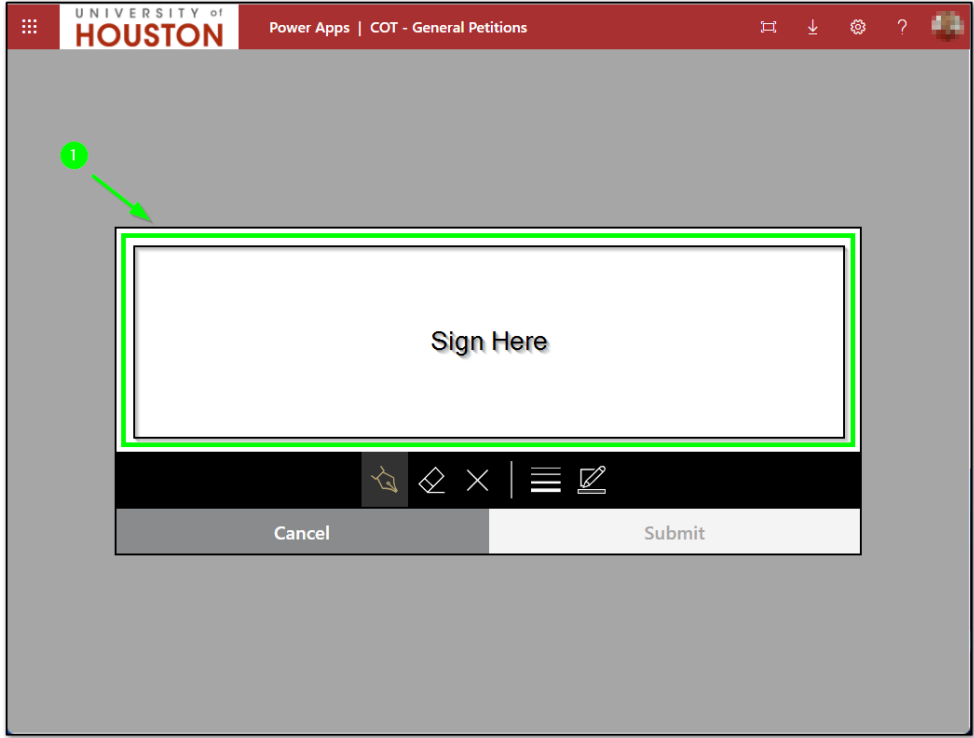
course syllabus.pdf Unsaved

Attach file

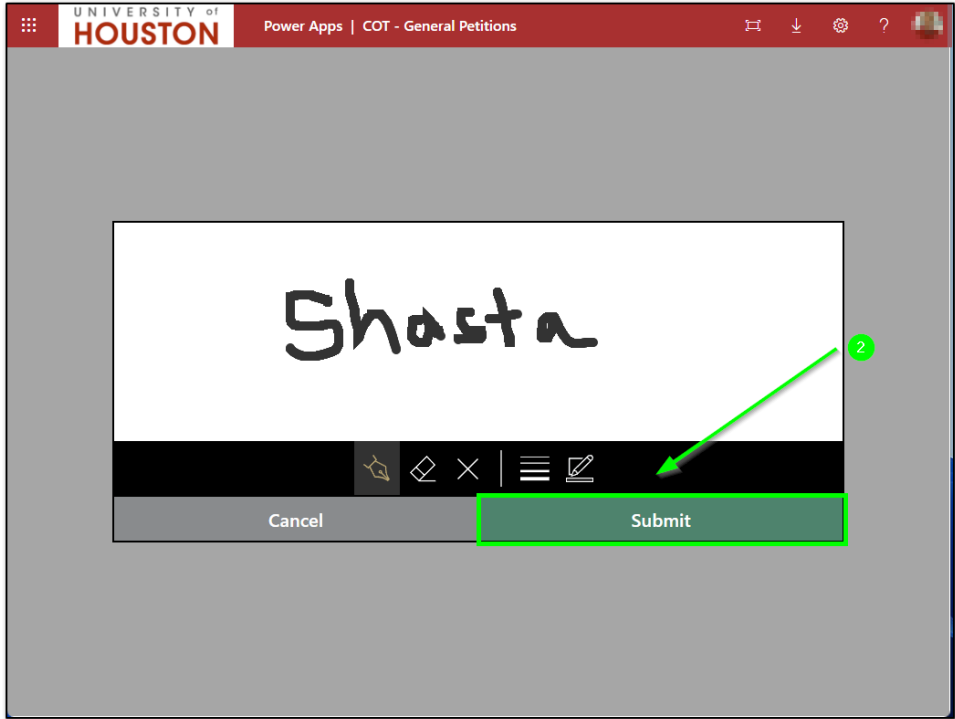
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Sign Form

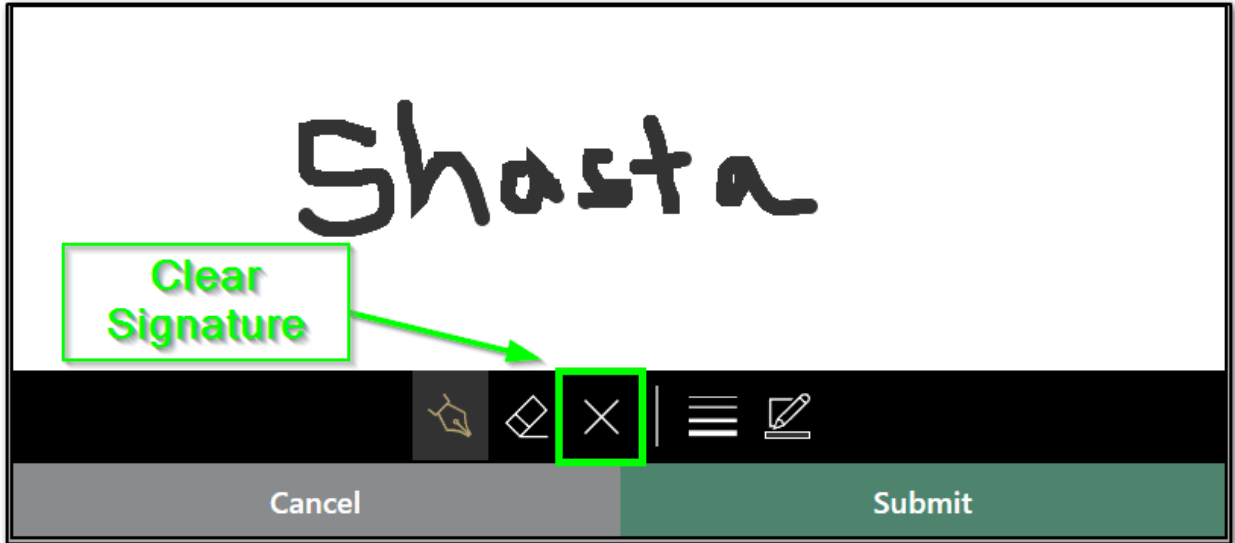
7. Sign the form using finger or mouse.



8. Click **Submit**

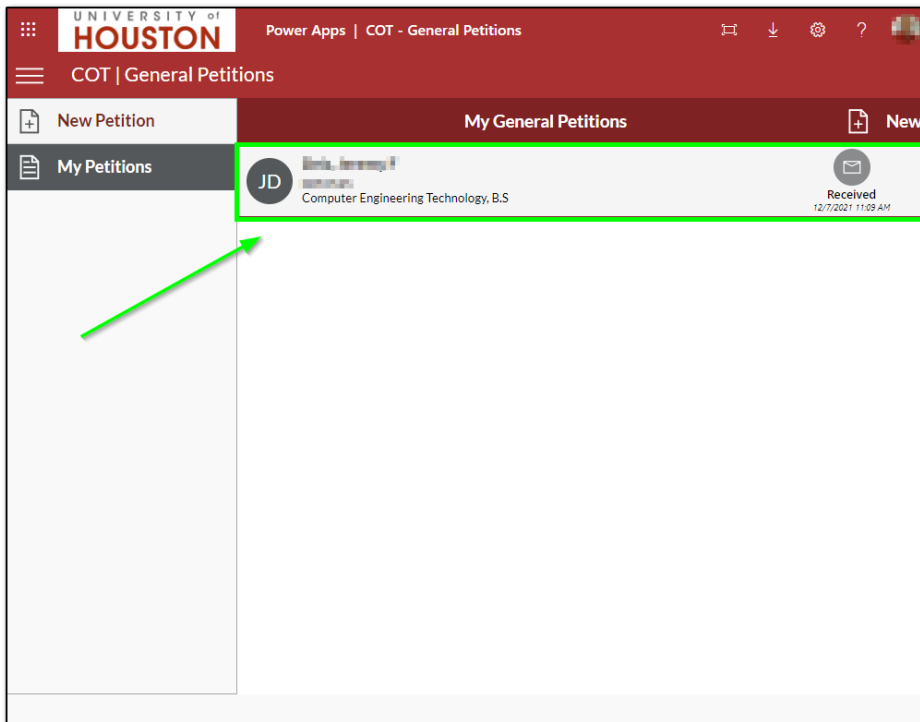


9. **(Optional)** If you make a mistake, or would like to redraw your signature, click the **X icon** to clear your signature



View my existing General Petitions

1. Click **My Petitions**.



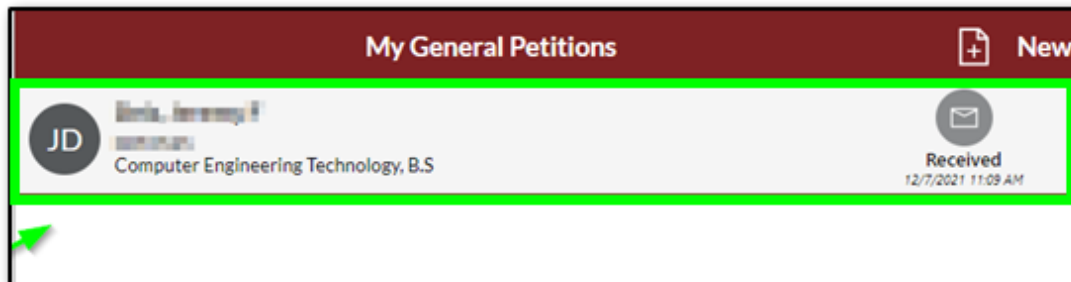
Update an existing General Petition

You may update your existing General Petition if further information or attachments are required. Once your petition is under review, you will not be able to make any further changes.

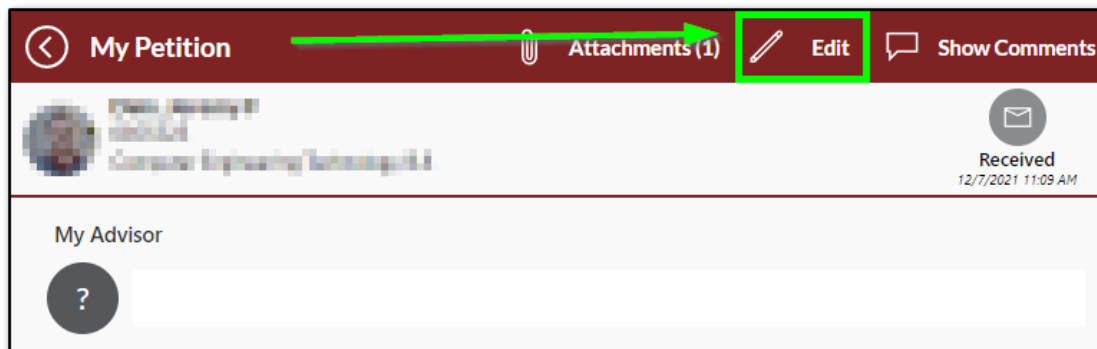
1. From the **Home Screen**, click **My Petition**



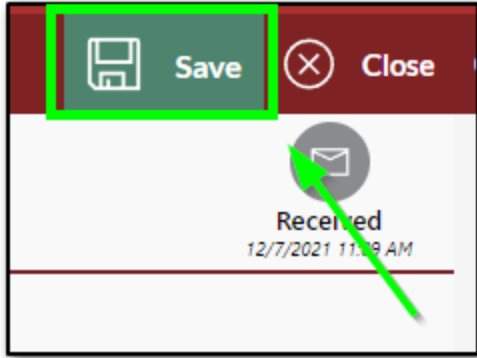
2. Select the General Petition you would like to view.



3. Select **Edit**.



4. Once you are complete, click **Save**.

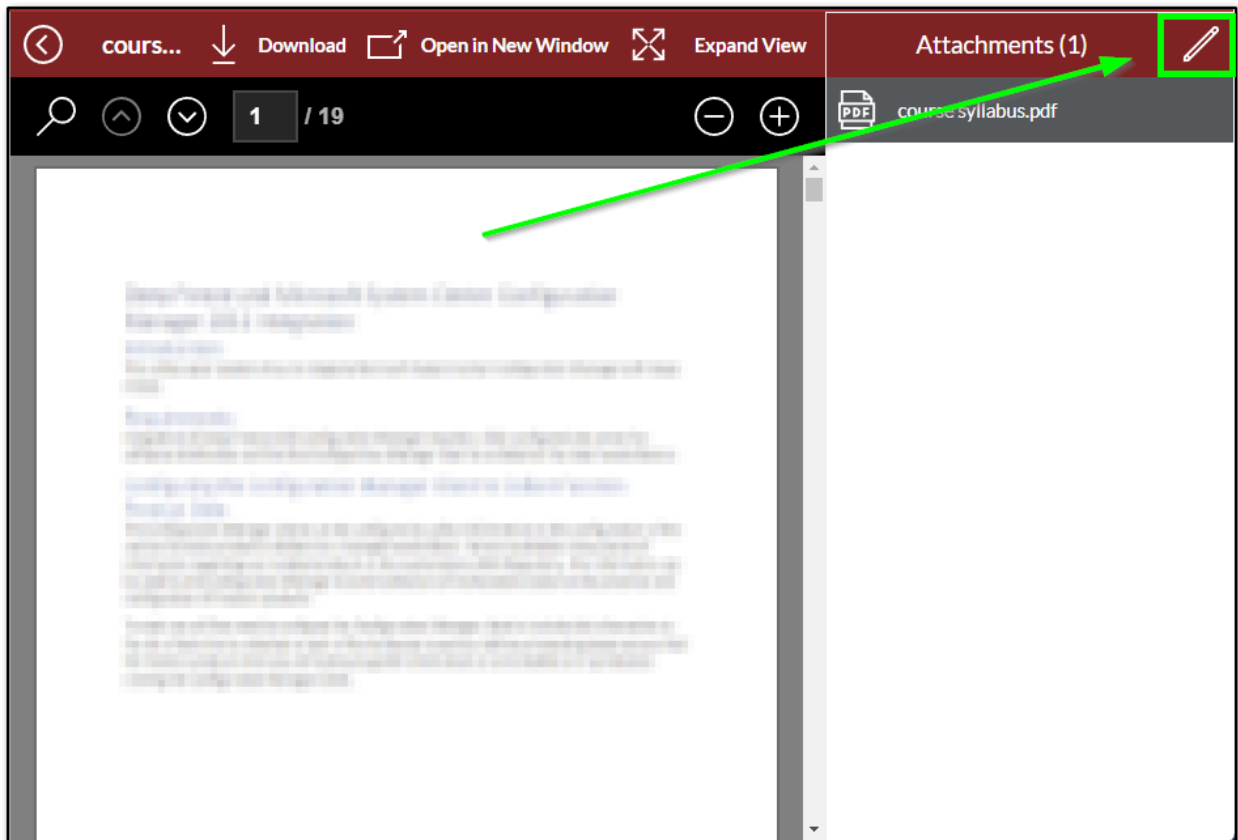


Add/Remove additional documentation to existing General Petition

1. Navigate to the General Petition from **My Petitions**
2. Click **Attachments**



3. Click **Edit**



4. To add a new attachment, **select Attach File**, then Click **Save Icon**



5. To delete attachment, Click **X icon** then Click **Save**

