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.

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.
6. Click 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**