



# General Student Petition

## INSTRUCTIONS FOR STUDENTS

1. Make sure all areas of the petition are complete.
2. Attach proper documentation and signatures. Petitions submitted without proper documentation and signatures **will be denied and returned to you.**

Examples of documentation include but are not limited to the following:

- Copies of degrees or certificates
  - Copies of test scores
  - Official medical receipts or records
  - Death certificate or obituary
  - Travel documents
  - Letter from employer
  - Letter of support
3. Extensions for Incompletes require instructor approval.
  4. Results will be sent by e-mail (if provided), by mail or may be verified by checking your MySierra account. Please allow a minimum of two weeks for processing.