Petition Name	Workflow
Change of Grade Form	Instructor-> Chairperson-> SS Officer-> UGCA-SA -> Registrar
Change of Major within FHS (Intrafaculty Transfer)	Student -> Registration advisor -> Chairperson -> Chair of Prospective Department -> Undergraduate Admission Committee -> Registrar
Co/Pre Requisites	Student -> Course Instructor -> Registration advisor -> Academic Advisor -> UGCA-SA -> Registrar
Intention to fulfill a minor (IMPORTANT FOR minors outside FHS)	adviser -> chair of minor -> Student Services Office
Completion of minor form	adviser -> chair of minor -> Student Services Office -> Registrar
Course Equivalence	Student -> Registration advisor -> Academic Advisor *(the academic adviser specifies the closest Department for course equivalence)* -> Chairperson -> UGCA-SA -> Registrar
Delete Semester	Student -> Registration advisor -> Academic Advisor -> UGCA-SA -> Registrar
General Petition (xxx, xxxx, Postponement of Graduation)	Student -> Registration advisor -> Academic Advisor -> Chairperson -> General Education Board (Optional) -> UGCA-SA -> Registrar
Incomplete Request	*(follows the course)*; Student->Instructor-> Student Services Office -> UGCA-> Instructor-> SSO -> Registrar
Extension of Incomplete	*(follows the course)* Student -> Course Instructor -> Registration advisor -> Academic Advisor -> UGCA-SA -> Registrar
Late Add	Student -> Course Instructor -> Registration advisor -> Academic Advisor -> UGCA-SA -> Registrar
Late Delete	Student -> Course Instructor -> Registration advisor -> Academic Advisor -> UGCA-SA -> Registrar
Withdrawal From Course	Student -> Course Instructor -> Registration advisor -> Academic Advisor -> UGCA-SA -> Registrar
Overload/Underload	Overload: Student -> Registration advisor -> Academic Advisor -> Chairperson -> Student Services Section -> Registrar Underload: Student -> Registration advisor -> Academic Advisor -> Chairperson -> UGCA-SA -> Registrar
Reinstate in Course	Student -> Course Instructor -> Registration advisor -> Academic Advisor -> UGCA-SA -> Registrar

Retake final exam	Student -> Academic Advisor -> Course Instructor -> SSO -> UGCA-SA (follows the course)
Withdraw semester	Student -> Registration advisor -> Academic Advisor -> UGCA-SA -> Registrar
Reactivation	adviser-> chairperson-> student section -> and then depending on each faculty
Study Abroad	Registration advisor -> adviser -> chair of relevant department -> course instructor (optional) -> **UGCA or GSC** -> OIP -> SSO -> Registrar
	OIP – It remains pending until student returns from abroad. Upon return, OIP attaches the student's transcript from abroad and forwards the petitions pertaining to courses completed. Petitions for additional courses not completed are closed by OIP
	SSO – to verify the courses completed, grades earned, and credit distribution (in cases of ECTS)
	Registrar for implementation
Intention to March in the Commencement Ceremony	advisor→Faculty→Office of the Registrar.