

- **Procedure for filling the Student Academic Petition form**

Download the **Student Academic Petition** form by [Clicking here](#).

Fill the form (student section only) and send it by email as an attachment to your academic advisor.

Your academic advisor should fill the form (advisor section only) and forward it to the associate chairman for undergraduate studies (undergraduate@kfupm.edu.sa) by email.

A reply email will be sent to you indicating whether your request is approved or not.

In case of approval, signed forms can be collected from Mr. Nader (The EE Secretary)

For any other inquiries, please contact Dr. Al-Duwaish (room 59-2085).