



Idaho State University

School of Nursing Undergraduate Program Petition Form

Instructions for using the DocuSign Form titled "SON Undergraduate Petition Form"

- Fields highlighted in red and yellow boxed icons are mandatory; you must complete a mandatory step to proceed in Finishing the document.

Top of Form

- Input your Legal name
- Input your ISU Email
 - If you do not have an ISU Email, input your commonly checked email address
- Select which Program you are applying for:
 - You must pick one: Accelerated, or Traditional, or Completion

Name (Last, First) [Red box]
Email Address [Red box]
SON Program: Accelerated Traditional ADRN to BSN Completion

Middle of Form

- Check off the documents you are attaching to the document
 - You must pick one: Course Description or Course Syllabi
 - You can also select both, which would help the review even more
 - Attach a transcript so we can see the grade you earned in your class
 - A transcript is not mandatory if pre-applying for a petition

Documents Included (select all that apply): Course Description Transcript Course Syllabi Personal Statement
*For each course under consideration, attach its description and/or syllabus from the semester and year it was taken, along with transcripts showing the grades. If advised or necessary, include a typed personal statement.

Attaching Documents

- Click the yellow box with a paperclip to attach documents.
- An “Upload Attachment” window will appear, allowing you to add files to your petition form.
 - Attaching one file at a time, you can add as many files as you want
- To verify the attached documents, click the page with a folded corner icon at the top right corner

Upload Attachment [X]
[UPLOAD A FILE]
DONE
FINISH

Bottom of Form

- School of Nursing Requirement:
 - Input the ISU's SON Course information you are trying to petition out of
 - We would like the Name of the Class and the Course Number for said class
- Under it will be the course information for the class that you wish to petition for
 - Course #, Course Title, Institution, Term, Grade
 - For Grade: If you don't have a grade yet (for pre-applications), write N/A

School of Nursing Requirement:

List only one ISU School of Nursing required course(s) number and title per petition

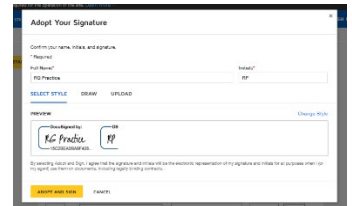
Course #	Course Title (or Other Item)	Institution	Term	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signing Document

- Click on the yellow "Sign" box to sign the document.
- A script box will appear, "Adopt your Signature" Once you click Adopt and Sign, your signature will appear in a pre-formatted style on the student signature line
- The date will auto-generate for you

* Allow 2-3 weeks for a decision to be sent back to you via email.

Sign
↓
1/17/2024 | 8:20 AM PST
Student Signature/Date



Final Steps

- You cannot fill out anything in the School of Nursing Review Section, for that section is for Staff.
- Once completed, click "Finish" either at the bottom or top of the document.