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

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

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

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

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
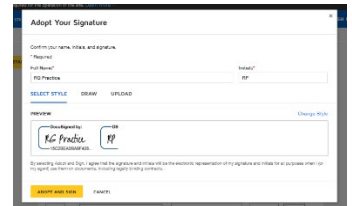
Final Steps

- 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.