

Step 1: Accessing the Form

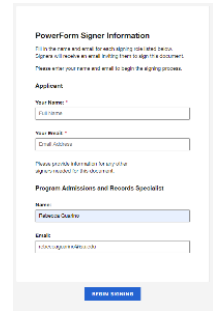
Click the provided link to be directed to the DocuSign PowerForm.

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=3b8be43c-d82d-47a6-8e04-a4a1fcb74cde&env=na3&acct=d1d7218c-8e16-46cf-a46a-c2b2f73f93c1&v=2>

- The petition form consists of three pages, with the first two dedicated to instructions and the third page being the actual form to fill out.

Step 2: Enter Initial Information

- Input “Your Name”
 - Provide your Legal name
- Input “Your Email”
 - Provide your ISU Email
 - If you do not have an ISU Email, input your commonly checked email address
- Do not alter any information under the Program Admissions and Records Specialist section
- Click “Begin Signing” on the bottom to start the following process



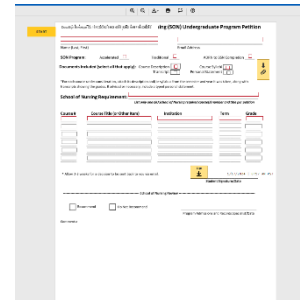
Step 3: Agreeing to Terms

- To proceed, you must agree to the Terms and Conditions. Check the box and click “Continue”.



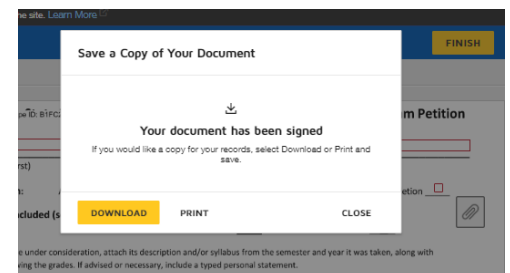
Step 4: Filling out the Petition Form

- The first pages are instructions for the form
- Fields highlighted in red and yellow boxed icons are mandatory; you must complete a mandatory step to proceed in Finishing the document.



Final Steps

- Once completed, click “Finish”
- A prompt will appear, asking if you would like to Save a Copy
 - You can save a copy of the document for your records.
- Clicking “Close”, you will see your document, and on the blue tab on top, it will say, “Your document is now complete.” you can close out again
- This automatically sends the document to the Program Admissions Department via DocuSign for review.



After Submission

- Reviewing Petitions takes time; allow 2-3 weeks for reviews to be processed
- You will receive an email notification once the Form is completed after review
- You can view and download the completed document for your records.
 - Download your completed document for future use.
 - During the Application Process, a spreadsheet is needed about your SET A courses
 1. If a class needed to be petitioned, When did that petition get approved

Here is an example of a Correctly Filled-Out Applicant Document

DocuSign Envelope ID: 167CDD82-8E83-4059-9250-AA87164C6D82 **ing (SON) Undergraduate Program Petition**

Name (Last, First) Email Address

SON Program: Accelerated Traditional ADRN to BSN Completion

Documents Included (select all that apply): Course Description Course Syllabi
Transcript 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.

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" value="ANTH 209"/>	<input type="text" value="Anthropology of Religion"/>	<input type="text" value="BYU-Idaho"/>	<input type="text" value="Fall 2018"/>	<input type="text" value="A"/>
<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"/>
<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"/>

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

1/17/2024 | 8:29 AM PST
Student Signature/Date

School of Nursing Review

Recommend Do Not Recommend

Program Admissions and Records Specialist/Date

Comments:

Revised: 12/20/2022

