

PETITION

Received: ___/___/___ By: _____

Entered db: ___/___/___ By: _____

Entered decision: ___/___/___
By: _____

READ instructions on reverse side & please print neatly

Please Check One:

- Undergraduate
- M.Eng Graduate

Last name First name Middle initial

ID # (7 digit)

Email for reply

Current Phone #

Undergrad.Major, if affiliated

Are you an international student? YES NO

M.Eng. Field, if Graduate

Are you an NCAA varsity student-athlete? YES NO

Faculty Advisor (PRINT)

Department

Expected graduation date

******This form is NOT to be used if you are petitioning a liberal studies substitution;
please use the liberal studies substitution petition form instead.***

I HEREBY REQUEST (state rationale for request):

Signature, date

FACULTY ADVISOR'S STATEMENT:

Signature, date

COLLEGE ACTION (for Registrar/Advising Office use only):

____ Request Approved ____ Request Denied

Comments:

Signature, date

RETURN TO ENGINEERING REGISTRAR'S OFFICE, 158 OLIN HALL

Instructions

A petition is the official way to request action on academic matters that are not routine. The petition serves as the written record of the action taken on a request and serves to notify the petitioner, his or her faculty advisor, and the Registrar of the action taken. Petitions should be neatly prepared, clearly stated, and must bear the endorsement of the petitioner's faculty advisor, or other appropriate faculty authority. Care must also be taken to be sure that each copy is legible or the petition will be rejected.

Petitions are required for such purposes as:

1. Amending a program of study by adding courses after the first three weeks of the semester or dropping courses after the seventh week of classes (**Please note:** a completed Add/Drop Form must also be submitted along with the petition for either of these requests. Additionally, please include a note of support from the instructor if you are petitioning to add a course after the third week of the semester);
2. Amending a college curriculum requirement, such as substituting a course or a stated sequence of courses in a degree-requirement area;
3. Requesting an exception to a college academic policy based on extenuating circumstances.

The petition should include convincing evidence that an exception is warranted. A clearly stated petition has a better chance of approval than a poorly prepared one.

Petitions are reviewed on a regular basis. Students should allow at least 10 days for processing. No action is finalized until the petition has been acted upon favorably and fully processed.

PLEASE NOTE: A GRADE OPTION MAY NOT BE CHANGED AFTER THE FIRST SEVEN WEEKS OF THE SEMESTER (FROM S/U TO LETTER GRADE OR VICE VERSA) – BY PETITION OR OTHERWISE

PLEASE NOTE: A PETITION TO DROP A COURSE WILL BECOME INVALID IF A STUDENT IS FOUND TO BE IN VIOLATION OF THE CODE OF ACADEMIC INTEGRITY FOR THAT COURSE.

Unaffiliated students should submit petition to Engineering Registrar, 158 Olin Hall.

Affiliated students should check with their Major Department to determine where to submit the petition.

MEng students should submit petition to Engineering Registrar, 158 Olin Hall.