



## PETITION GUIDELINES

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1. The burden of proof is on you, the petitioner. Petitions are not automatically approved but are considered on their merit as exceptions.
2. You are responsible for stating clearly, in writing, the purpose of the petition and for giving clear and credible reasons in support of the request. Any later appeal is limited to the materials you originally presented for approval.
3. **SIGNATURES:** Your petition and any other relevant materials must be presented to your advisor and the program chair for their review and endorsement. Additional endorsements are not required if you are requesting a substitution or waiver of a course that is specifically required for your major.
4. If you are petitioning for an *Extension of an Incomplete* grade, please have the instructor of the course in which you received the "Incomplete" sign the petition and indicate a final due date in the space provided. This date can not be later than the official date established by the Registrar.
5. When you are petitioning to enroll in *Excess Hours*, you must include a proposed schedule for the term in which excess hours are requested. Include course numbers, titles and credit hours; and indicate the total number of hours requested for each term. Petitions to enroll in excess hours **must be submitted to the Registrar's representative at the Registration Center in Wylly Tower. You may not register on line if you wish to enroll in Excess Hours.**
6. The result of your petition will be e-mailed to the email address that you provide on the front side of this form. **Please make sure that the email address provided is correct and completely legible.**