

CONSTRUCTION ENGINEERING TECHNOLOGY PROGRAM STUDENT PETITION

Louisiana Tech University
Construction ENGR Technology
P.O. Box 10348
Ruston, LA 71272-0046

Name: LAST FIRST MIDDLE Tech ID #: _____

Mailing Address: _____ E-mail Address: _____

City: _____ State: _____ Zip Code: _____ Catalog Year: _____

I. SUBJECT FOR PETITION:

- a. Excess Hours
b. Substitution of Course
c. Waiver of "C or better" rule
d. Other:
e. Waiver of Course Prerequisites
f. Transfer Credit for Course from another Institution
g. Extension of Incomplete (See Section IV below)

II. EXPLANATION AND SUPPORTING INFORMATION: (IMPORTANT: See instructions on reverse side of form)

Blank lines for explanation and supporting information.

I hereby release personal education records for the use of the university officials listed below who are required to act on this Petition.

SIGNED STUDENT'S SIGNATURE DATE

III. SIGNATURES:

I have reviewed the academic records of the above student in making my decision.

Signature lines for Adviser, Program Chair, and Associate Dean with checkboxes for Approve, Neutral, and Disapprove.

IV. SIGNATURE FOR PART I (G): Extension of Incomplete (must be completed by instructor)

I support an extension of the "Incomplete" in my course for this student. It is my recommendation that the student be given until (date) to complete the remaining coursework (NOTE: The final grade will be due in the Registrar's Office of Records no later than one week after the student's completion date).

COURSE NUMBER INSTRUCTOR'S SIGNATURE DATE

FOR OFFICE USE ONLY

Action Taken: Approved Denied Comments:

DATE PROGRAM CHAIR OR DESIGNEE

PETITION GUIDELINES

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.**