

COLLEGE OF ARTS AND SCIENCES PETITION PROCESS

To begin petition process: **Contact Lillian Rountree, Student Relations Coordinator, 710-3940, 100 Burluson**

Type	Authorization; Support documents	Conditions	Estimated Time for Approval
Course Substitution	Chair of major of course*; Course description /syllabus if transferred	Varies according to individual circumstances	Two weeks full process; Copy mailed to student***
Overload	Dean of Undergraduate Studies; n/a	Graduation semester; 3.25 gpa or "B" average in all courses; Appointment with a dean	Requires an appointment with a dean; Immediate if approved
Pass/Fail	Dean of Undergraduate Studies; n/a	Not in Major or Minor or basic degree requirements	Requires an appointment with a dean; Immediate if approved
Audit	Instructor and Dean of Undergraduate Studies; n/a	Not to be taken for subsequent credit; Approval of instructor required	Requires an appointment with a dean; Immediate if approved
Over 15 Hours	Frank Mathis & reviewed by a committee; Unofficial transcript, personal letter, and equivalent forms	Usually for severe illness, personal crisis or study abroad	Two weeks approximate
Last 30 Hours in Residence	Carrolle Kamperman; Unofficial transcript required	See "Residence" in Undergraduate Catalog	Two weeks full process; Copy mailed to student
Concurrent Enrollment	Dean of Undergraduate Studies; n/a	Approved when taking courses with an internship out of town	Two weeks full process
Graduate Course as Undergraduate	Instructor, Dean of Undergraduate Studies, & Dean of Graduate School; Unofficial transcript required	See the "Graduate Course" petition for conditions	Requires an appointment with a dean; Immediate if approved
Reschedule Final Exams	Instructor & Dean of Undergraduate studies; n/a	3 Exams scheduled in the same day	Requires an appointment with a dean; Immediate if approved
CLEP in Last 30 Hours (Degree Program Petition)	Department Chair & Frieda Blackwell; Permission slip from chair for course student is to CLEP	Rules for residence apply; Not considered transfer work	Two weeks full process; Copy mailed to student; Student takes copy to Testing Office
Prefix Change (Degree Program Petition or Change of Schedule Form)	Frieda Blackwell or Frank Mathis if previous semester; "Change of Schedule" form if present semester	Appointment with a dean if current semester; Change of Schedule form to drop/add signed by dean	Two weeks if previous semester; Immediate if appointment with a dean; Student takes approved copy to Registrar
Repeat of a "C" (Degree Program Petition)	Department Chair & appointment with a dean; n/a	Not for a "C+"; Must take an approved copy to the Registrar to register	Requires an appointment with a dean; Immediate if approved
3 hours of the Major applied to the Minor (Degree Program Petition)	Frieda Blackwell or Frank Mathis; n/a	Must have correct Major and Minor on degree audit	Two weeks; Copy mailed to student.

* Chair of major for courses required for major & "other fields" required by major. Basic Degree Courses in same department require Chair of the department from which the student is seeking a substitution. Other substitutions require an appointment with a dean.

**Degree Audits are printed by our office for each Degree Program Petition.

***This may be a shorter time if deadlines are involved. We make app. to accommodate the student and expedite.

****Prescreening when giving out petitions lessens students having petitions denied and lessens their return trips to the office.

*****An additional petition is required if the course is to calculate on the Undergraduate transcript to assist Degree Plan Office in posting to the major/minor or as an elective.