

Hankamer School of Business Petition Process

Type	Form	Where to Submit Form	Conditions	Estimated Time for Review
Course Substitution	Audit Petition Form	Chair of the department of the course being petitioned	Varies according to circumstances	Approximately two weeks
Overload	Registration Petition Form	Undergraduate Programs Office (Foster 130)	<ul style="list-style-type: none"> 19 hours - "B" average on all courses or 3.25 GPA for preceding semester or last term senior; 20-21 hours must meet above criteria and receive special approval 	Approximately 2-3 business days
Pass/Fail	Registration Petition Form	Undergraduate Programs Office (Foster 130)	Not in Major or Minor or basic degree requirements	Approximately 2-3 business days
Audit	Registration Petition Form	Undergraduate Programs Office (Foster 130)	May not be taken for subsequent credit; Approval of instructor required	Approximately 2-3 business days
Transferring Over 15 Hours	Audit Petition Form	Undergraduate Programs Office (Foster 130)	Up to five courses may be transferred post-matriculation	Approximately 2-3 business days
Last 30 Hours in Residence	Audit Petition Form	Undergraduate Programs Office (Foster 130)	Permitted if transfer limit not exceeded, but not in last semester	Approximately 2-3 business days
Concurrent Enrollment	Audit Petition Form	Undergraduate Programs Office (Foster 130)	Permitted in Summer only with approval; Traditional course load may not be exceeded	Approximately one week
Graduate Course as Undergraduate	Pick up form at Graduate School Office (Morrison Hall, Suite 200)	See form for instructions	See form for conditions; May not count towards both Undergraduate and Graduate degree requirements	Refer to Graduate School Office
Reschedule Final Exams	Pick form up at the Undergraduate Programs Office (Foster 130)	Undergraduate Programs Office (Foster 130)	3 or more exams scheduled on the same day	Approximately 3-4 business days
CLEP in Last 30 Hours	Contact the departmental contact for CLEP Exams	See form for instructions	Allowed; Not considered transfer coursework	Approximately 3-4 business days
Repeat of a "C"	N/A	N/A	Not allowed in the Business School	N/A

For questions regarding the petition process, contact Chad Shearn, Chad_Shearn@baylor.edu.