



## 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 and completely filled out or the petition will be rejected.

Petitions are required for such purposes as:

1. Amending a program of study by adding or dropping courses, or other enrollment changes after University deadlines. **Please note:** a completed Add/Drop Form must also be submitted along with the petition for these requests. Please see the Dates and Deadlines posted on the Engineering Registrar website;
2. Amending a college curriculum requirement, such as substituting a course or a stated sequence of courses in a common core degree-requirement area;
3. Requesting an exception to a college academic policy based on extenuating circumstances. Please review current policies in the Engineering Undergraduate Handbook.

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 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.**

