

Name: _____ Date: _____ UTC ID: _____

Undergraduate Student Petition

UTC Records Office, 109 Race Hall
Telephone: (423) 425-4416 Fax: (423) 425-2172

I. ADDITIONAL STUDENT INFORMATION

Program: _____ Catalog Year: _____ Expected Graduation Date: _____

Check all that apply: Graduation Candidate _____ Veteran _____ Athlete _____ None Apply _____

II. SUBJECT FOR PETITION (Refer to Guidelines on back):

- a. Excess Hours
(Include petition, proposed schedule, MyMocsDegree, and rationale)
- b. Substitution of Major Course
(Include petition and all course descriptions)
- c. Substitution of Minor Course
(Include petition and all course descriptions)
- d. Waiver of Course
(Include petition, course description, MyMocsDegree, and rationale)
- e. Exception to Last 24 Hr Residency Requirement
(Include petition, MyMocsDegree, course descriptions, and rationale)
- f. Exception to 60/64 hour Residency Requirement
(Include petition, MyMocsDegree, course descriptions, and rationale)
- g. Exception Incomplete
(Must be completed by instructor)
- h. Other: _____

III. EXPLANATION AND SUPPORTING INFORMATION: (Documentation required; see instructions)

I have taken _____ at _____
Department, Course #, and Section

and would like to substitute this course for UTC's course _____
Department, Course #, and Section

Substitution will also satisfy General Education Requirements if course has been designated as a General Education requirement by Program Department and the course is an approved General Education Course.

I hereby release personal education records for the use of members of the Petitions Committee, which includes faculty, administrators and students.

Student Signature: _____ Date _____

IV. SIGNATURES:

I have reviewed the petition for the above student in making my decision

_____	<input type="checkbox"/> Approve	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disapprove
<small>Advisor</small>			
_____	<input type="checkbox"/> Approve	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disapprove
<small>Department Head: Student's Program Field</small>			
_____	<input type="checkbox"/> Approve	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disapprove
<small>Department Head of Relevant Area (if different from program department head - See Guideline #3)</small>			
_____	<input type="checkbox"/> Approve	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disapprove
<small>Dean or Designee of Major</small>			
_____	<input type="checkbox"/> Approve	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disapprove
<small>Dean or Designee of Minor</small>			

Comments _____

V. SIGNATURE FOR PART I (g): Extension of Incomplete (must be completed by instructor - See Guideline #4)

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

Course Department and Number _____ Instructor's Signature _____ Date _____

FOR OFFICE USE ONLY

Action Taken: Approved Denied Comments: _____

Committee Chairperson or Designee Signature _____ Date _____

See reverse →

PETITION GUIDELINES

- The burden of proof is on the petitioner. Petitions are not automatically approved but are considered on their merit as exceptions.
- 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.
- Substitutions in the major require the signature and approval of the major advisor, department head, and dean of the college of the major. The neutral vote of the professional advisor in the College of Business will be considered a favorable vote for the purposes of approval of course substitutions.
- Substitutions in the minor require the signature and approval of the minor advisor, department head and dean of the college of the minor. The neutral vote of the professional advisor in the College of Business will be considered a favorable vote for the purposes of approval of course substitutions.
- 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.
- 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 Records Office (109 Race Hall) no later than one week before the first day of classes in the applicable semester or summer term.** Petitions submitted after this due date will not be considered and will be returned to the student.
- The result of your petition will be sent to your UTC e-mail address.
- Petitions for course substitutions not approved by the advisor, department head, and dean may be submitted to the Petitions Committee for appeal at the request of the student. The neutral vote of the professional advisor in the College of Business will be considered a favorable vote for the purposes of approval of course substitutions.
- You may appeal to the Chancellor within 5 days of the date of notification. Date of notification is the date the email is sent to you by the Records Office.