

UNDERGRADUATE STUDENT PETITION

The University of Tennessee at Chattanooga

Name: _____
Last First Middle

UTC ID #: _____

Mailing Address: _____

UTC E-mail: _____

City: _____ State & Zip Code: _____

Major: _____

Telephone #: _____ Graduation Date: _____ Catalog Year: _____

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

- a. Excess Hours (1)
(Include 1 copy of Petition, RAPSHEET, and proposed schedule)
- b. Substitution of Course (1)
(Include 1 copy of Petition, RAPSHEET, and all course descriptions)
- c. Waiver of Course (1)
(Include 1 copy of Petition and RAPSHEET – See Guideline #6)
- d. Other (1): _____
- e. Exception to Last 24 Hr Residency Requirement (1)
(Include 1 copy of Petition and RAPSHEET)
- f. Exception to 60/64 hour Residency Requirement (1)
(Include 1 copy of Petition and RAPSHEET)
- g. Extension of Incomplete (1)
(Must be completed by Instructor – No copies required)

II. 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 Major 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 _____

III. SIGNATURES:

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

_____ Advisor	<input type="checkbox"/> Approve	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disapprove
_____ Department Head: Student's Major Field	<input type="checkbox"/> Approve	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disapprove
_____ Department Head of Relevant Area (if different from major department head – See Guideline #3)	<input type="checkbox"/> Approve	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disapprove

IV. 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 Date

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.
 3. **SIGNATURES:** Your petition and any other required or relevant materials must be presented to your advisor and the head of your major department 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. Exceptions or substitutions in the minor require the signature of the major department head AND the department head of the minor.
 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.
 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 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.
6. **The appropriate documents must be submitted with the petition** to the Records Office, 109 Race Hall. You can obtain your RAPSHEET from your MocsNet account. If you are requesting a course substitution you must include copies of all course descriptions and syllabi (if available). Submit the documents in packet form in the following order: Petition form; RAPSHEET; course descriptions; other supporting documentation
7. The result of your petition will be sent to your UTC e-mail address.
 8. If your petition is denied, the Petitions Committee will not reconsider your request during the same semester unless the petition is accompanied by significant new facts and supporting documentation.
 9. 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.