Undergraduate Student Petition
UTC Records Office, 125 University Center
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
   b. [ ] Exception to Last 24 Hr Residency Requirement
   c. [ ] Waiver of Course
   d. [ ] Exception to 60/64 hour Residency Requirement
   e. [ ] Other: ____________________________
      (Include petition, MyMocsDegree, course descriptions, and rationale)

III. EXPLANATION AND SUPPORTING INFORMATION: (Documentation required; see instructions)
I hereby release personal education records for the use of members of the Petitions Committee, which includes faculty, administrators and students. Any information disclosed about child abuse or sexual assault/interpersonal violence may be subject to mandatory reporting requirements, which means that confidentiality cannot be guaranteed. To speak confidentially to a campus advocate prior to completing this form, please contact Survivor Advocacy Services by calling UTCPD at (423) 425-4357 and asking for the advocate on-call; this service is available 24 hours a day, 7 days a week. For more information about campus resources and reporting obligations, please visit: http://www.utc.edu/sexual-misconduct/.

Student Signature: ____________________________ Date ____________________________
I UNDERSTAND THAT MY GRADUATION MAY BE DELAYED IF I CANNOT PROVIDE A TRANSCRIPT BY THE REQUIRED DATE FOR AN EXCEPTION TO THE LAST 24 HOURS.

IV. SIGNATURES:
I have reviewed the petition for the above student in making my decision

Advisor: ____________________________ Date ____________________________
   [ ] Approve [ ] Neutral [ ] Disapprove

Department Head: Student's Program Field
   [ ] Approve [ ] Neutral [ ] Disapprove

Comments: ____________________________________________________________
__________________________________________________________
__________________________________________________________

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Action Taken: [ ] Approved [ ] Denied Comments: ____________________________

Committee Chairperson or Designee Signature Date
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.

➢ 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 (125 University Center) 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.

➢ 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.

Revised 8/8/2016