

Name: \_\_\_\_\_ Date: \_\_\_\_\_ UTC ID: \_\_\_\_\_

## Undergraduate Student Petition

Office of the University Registrar  
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 \_\_\_\_\_ Using VA Ed. Benefits \_\_\_\_\_ Athlete \_\_\_\_\_ None Apply \_\_\_\_\_

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

- a.  Excess Hours  
(Include petition, proposed schedule, MyMocsDegree, and rationale)
- b.  Exception to Last 24 Hr Residency Requirement  
(Include petition, MyMocsDegree, course descriptions, and rationale)
- c.  Waiver of Course  
(Include petition, course descriptions, MyMocsDegree, and rationale)
- d.  Exception to 60/64 hour Residency Requirement  
(Include petition, MyMocsDegree, course descriptions, and rationale)
- e.  Other: \_\_\_\_\_

### 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 UTC PD 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

CHECK ONE  
 Approve  Neutral  Disapprove  
 Approve  Neutral  Disapprove

\_\_\_\_\_  
Department Head: Student's Program Field

Comments \_\_\_\_\_  
\_\_\_\_\_

FOR OFFICE USE ONLY

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 Office of the University Registrar (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 Office of the University Registrar.