

Name: _____ Date: _____ UTC ID: _____

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
(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.

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

Approve

CHECK ONE

Neutral

Disapprove

Department Head: Student's Program Field

Approve

Neutral

Disapprove

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 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.
- 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.