I. SUBJECT FOR PETITION:
   a. ☐ Excess Hours
   b. ☐ Substitution of Course
   c. ☐ Waiver of “C or better” rule
   d. ☐ Other: ____________________
   e. ☐ Waiver of Course Prerequisites
   f. ☐ Transfer Credit for Course from another Institution
   g. ☐ Extension of Incomplete (See Section IV below)

II. EXPLANATION AND SUPPORTING INFORMATION: (IMPORTANT: See instructions on reverse side of form)

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   SIGNED _____________________________________________________________________________________
   STUDENT'S SIGNATURE _________________________________________ DATE _________________________

   III. SIGNATURES:
   I have reviewed the academic records of the above student in making my decision.

   CHECK ONE
   ☐ Approve ☐ Neutral ☐ Disapprove

   ADVISOR _____________________________________________________________________________________
   COMMENTS (MUST INCLUDE COMMENTS IF APPROVED): _________________________________________
   DATE _________________________

   PROGRAM CHAIR _____________________________________________________________________________
   COMMENTS (MUST INCLUDE COMMENTS IF APPROVED): _________________________________________
   DATE _________________________

   ASSOCIATE DEAN OF UNDERGRADUATE STUDIES __________________________________________________________________
   DATE _________________________

   ☐ Approve ☐ Neutral ☐ Disapprove

IV. SIGNATURE FOR PART I (G): Extension of Incomplete (must be completed by instructor)
   I support an extension of the “Incomplete” in my course for this student. It is my recommendation that the student be given until (date) ________________ to complete the remaining coursework (NOTE: The final grade will be due in the Registrar’s Office of Records no later than one week after the student's completion date).

   COURSE NUMBER __________________________
   INSTRUCTOR’S SIGNATURE __________________________ DATE _________________________

   FOR OFFICE USE ONLY
   Action Taken: ☐ Approved ☐ Denied
   COMMENTS: __________________________________________________________
   DATE _________________________

   PROGRAM CHAIR OR DESIGNEE __________________________

Rev. 08-23-2013
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 relevant materials must be presented to your advisor and the program chair for their review and endorsement.

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. This date cannot be later than the official date established by the Registrar.

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.

6. The result of your petition will be e-mailed to the Louisiana Tech email address that you provide on the front side of this form. FERPA guidelines prevent us from using any other email address. Please make sure that the email address provided is correct and completely legible.