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 ___________________________ DATE __________
COMMENTS (MUST INCLUDE COMMENTS IF APPROVED): __________________________

PROGRAM CHAIR ___________________________ DATE __________
COMMENTS (MUST INCLUDE COMMENTS IF APPROVED): __________________________

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 __________

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Action Taken: ☐ Approved ☐ Denied
COMMENTS: ________________________________________________________________

________________________________________ DATE __________________________

PROGRAM CHAIR OR DESIGNEE

Rev. 08-23-2013
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 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.

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