

# ACADEMIC PETITION

Fill out *completely*. Incomplete forms will be returned to the student.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

GPA: \_\_\_\_\_

Total Credit Hours at end of current term: \_\_\_\_\_

Student's Major: \_\_\_\_\_

Email address: \_\_\_\_\_

Check One:  Undergraduate /  Graduate

Cell phone number: \_\_\_\_\_

## Subject of Petition (Choose one)

Term Applicable: \_\_\_\_\_

1. Request for overload. If not eligible, explain in Item #3, below. (*Seniors are automatically eligible, as are students with GPA >3.0.*) Please contact the Business Office to be sure of your financial obligation.

2. Request to take independent study. (*Must have completed majority of major courses and must have GPA >3.0.*) Provide a rationale for this request in Item #3, below. **Attach syllabus AND Degree Audit.**

Instructor's Name	Course Number (ex. ENGL 4495)	Course Title	Credit Hours

Hours completed in major: \_\_\_\_\_

3. Other or Explanation of Request (continue on back or on additional sheets, if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

— All signatures must be obtained for consideration of approval. —

Signature of **Student**: \_\_\_\_\_

Signature of **Student Advisor**: \_\_\_\_\_

Recommended  Not recommended, Explain: \_\_\_\_\_

Signature of **Instructor of the subject in question**: \_\_\_\_\_

Recommended  Not recommended, Explain: \_\_\_\_\_

Signature of **Department Chair of the subject in question**: \_\_\_\_\_

Recommended  Not recommended, Explain: \_\_\_\_\_

Signature of **VPAA**: \_\_\_\_\_ Date

APPROVED  DENIED, Reason for denial: \_\_\_\_\_

**Applications may take up to 2 weeks for processing.**

For office use only:

Course: \_\_\_\_\_ CRN: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_