



Request	Specific Instructions	Required Signatures				
		Instructor	Adviser	Department Chair	Dean/Associate Dean	Vice Chancellor Academic Affairs/Associate Vice Chancellor Academic Affairs
Change of Catalog Year	Request to change catalog year used to meet graduation requirements for a degree.		✓	✓		
Course Level Change	Request to change course level from undergraduate to graduate or from graduate to undergraduate. * Instructor signature is required only for 400-level courses requested to be changed to graduate level.	✓ *	✓	✓	✓	
Exception Commencement Participation	Request permission to participate in commencement for students completing all degree requirements in the subsequent summer semester.		✓	✓		
Exception Modification of Graduation Contract	Request to modify a graduation contract that has been submitted, approved and evaluated.		✓	✓		
Exception Program Requirements	Request to waive or modify a program requirement.		✓	✓		
Exception University Requirement	Request to waive or modify a University requirement (modify hours required to earn a degree, complete ECCE or pre-ECCE requirements through transfer credit or other coursework, etc).		✓	✓	✓	✓
Exception General Education Requirements	Request to apply certain general education courses or credits toward a bachelor's degree (complete general education requirements through waiver, proficiency credit, upper division coursework, transfer credit, etc).		✓	✓	✓	✓
Leave of Absence	Request for a leave of absence from master's study closure enrollment for one semester (note: if subsequent leaves are requested, additional student petitions must be submitted for approval).		✓	✓		
Overload Hours Fall or Spring: >18-20.99	Completed petition must be submitted and approved prior to registration for overload hours.		✓	✓		
Overload Hours Fall or Spring: 21-21.99 Summer: >8-11.99	Completed petition must be submitted and approved prior to registration for overload hours.		✓	✓	✓	
Overload Hours Fall or Spring: 22 or more Summer: 12 or more	Completed petition must be submitted and approved prior to registration for overload hours.			✓	✓	✓



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Overload Hours – Grad Assistants Fall or Spring: >12 Summer: >6	Completed petition must be submitted and approved prior to registration for overload hours.		✓	✓	✓	✓
Overload Hours – Probation Fall or Spring: >12 Summer: >6	Completed petition must be submitted and approved prior to registration for overload hours.		✓	✓	✓	✓
Repeats	Request to have a transcripted course marked with a repeat designation (required if title, prefix/number, or credit hours have changed). ** Department Chair should be the head of the department in which the course was taken.		✓	✓ **		
Request for Retroactive Modification	Request to make any retroactive changes that are directly related to or have an impact on degree requirements or a student’s academic record.		✓	✓	✓	✓
Request for Upper Division Credit	Petition should include course and number, credit hours awarded, course title, grade, as well as when and where the course was completed.		✓	✓	✓	
Time Extension for Degree Completion	Request for students to extend their degree completion time frame for one semester (note: if subsequent extensions are requested, additional student petitions must be submitted for approval).		✓	✓	✓	
Transfer Credit Acceptance Graduate	Petition should include prefix and number, credit hours awarded, course title, as well as when and where the course was completed.		✓	✓	✓	
Transfer Credit Acceptance Undergraduate	Request to have transfer credit accepted over and above the number of credits initially accepted at the point of admission. Petition should include course and number, credit hours awarded, course title, grade, as well as when and where the course was completed.		✓	✓	✓	