



Request	Specific Instructions	Required Approvals			
		Advisor	Department Chair	Dean/Associate Dean	Vice/Associate Vice Chancellor Academic Affairs
Academic Suspension Appeal	Request for reinstatement from academic suspension.	✓	✓	✓	
Change of Catalog Year	Request to update catalog year to meet graduation requirements.	✓	✓		
Course Level Change	Request to change a course's level: <ul style="list-style-type: none"> • From undergraduate to graduate • From graduate to undergraduate 	✓	✓	✓	
Exception Commencement Participation	Request permission to participate in commencement if all degree requirements will be completed in the following summer semester.	✓	✓		
Exception Program Requirement ¹	Request to waive or modify a specific program requirement.	✓	✓		
Exception University Requirement ¹	Request to waive or modify a university requirement, such as: <ul style="list-style-type: none"> • Total credit hours required to earn a degree • ECCE or pre-ECCE requirements through transfer credit or other coursework 	✓	✓	✓	✓
Exception General Education Requirement ¹	Request to waive or modify general education requirements for a bachelor's degree, such as: <ul style="list-style-type: none"> • Waiver or proficiency credit • Upper-division coursework • Transfer credit 	✓	✓	✓	✓
Leave of Absence	Request for a one-semester leave of absence from master's study closure enrollment. Note: If additional leave is needed, a new petition must be submitted for approval.	✓	✓		
Overload Hours Fall or Spring: 18-20.99	Petition must be submitted and approved before registering for overload hours.	✓	✓		
Overload Hours Fall or Spring: 21-21.99 Summer: 8-11.99	Petition must be submitted and approved before registering for overload hours.	✓	✓	✓	



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		Advisor	Department Chair	Dean/Associate Dean	Vice/Associate Vice Chancellor Academic Affairs
Overload Hours Fall or Spring: ≥ 22 Summer: ≥ 12	Petition must be submitted and approved before registering for overload hours.	✓	✓	✓	✓
Overload Hours – Grad Assistants Fall or Spring: > 12 Summer: > 6	Petition must be submitted and approved before registering for overload hours.	✓	✓	✓	✓
Overload Hours – Probation Fall or Spring: > 12 Summer: > 6	Petition must be submitted and approved before registering for overload hours.	✓	✓	✓	✓
Repeats	Request to have a transcribed course marked with a repeat designation. Required if the course title, prefix/number, or credit hours have changed. Note: Department Chair must be from the department in which the course was taken.	✓	✓		
Request for Retroactive Modification	Request to make retroactive changes that directly affect degree requirements or a student's academic record.	✓	✓	✓	✓
Request for Upper Division Credit¹	Request to use lower division course as upper division credit.	✓	✓	✓	
Time Extension for Degree Completion	Request for students to extend their degree completion time frame for one semester. Note: This needs submitted per each extended semester.	✓	✓	✓	
Transfer Credit Acceptance Graduate¹	Request to accept graduate-level transfer courses.	✓	✓	✓	
Transfer Credit Acceptance Undergraduate¹	Request to accept transfer credit beyond the number initially accepted at admission.	✓	✓	✓	

The Purpose and Rationale portion of the petition should be clear and concise.

¹ When referencing specific courses, please include the following in the purpose and rationale:

- Course prefix and number (institutional prefix)
- Course title
- Semester course was completed
- Credit hours earned
- Institution name (if transfer)