THOMAS J. WATSON SCHOOL OF ENGINEERING
AND APPLIED SCIENCE
UNDERGRADUATE GENERAL ACADEMIC PETITION

LAST NAME ______________________ FIRST NAME ____________________ MI ___
STUDENT B-NUMBER________________________  DATE OF BIRTH_______________
MAJOR __________________ HRS. PASSED ___________ HRS. CARRYING ______

LOCAL ADDRESS
__________________________________________________ ____________________

LOCAL PHONE ___________________ E-MAIL ADDRESS

I. This petition is used for requesting the following exceptions to academic policies in the Watson School:
1. Course Overload, 3.0 gpa required, with no grades of Incomplete on record. State the total number of credits you are requesting. List the courses you are registered for and the one that will put you in overload & why you need to overload. Once approved you are responsible for adding the extra course.
2. Request for Watson Internal Transfer (subject to committee review).*
3. Any exception to academic policies (including changing grading option after the withdrawal deadline**) Must have faculty approval.
4. Student wishing to take a Graduate course for Undergraduate credit. Must have faculty approval.
5. Double Degree within the Watson School only (subject to committee review).*

Please state below the EXACT DETAILS of your request and the REASONS for making this request.

STUDENT’S SIGNATURE ________________________________DATE __________ GPA ______

II. SECURE THE APPROPRIATE SIGNATURES: ✗ ✗ ✗

☐ Approved  ☐ Denied ___________________________ Date ________

Instructor Signature (only needed for changing grading option and undergrad credit for grad course)

☐ Approved  ☐ Denied ____________________________ Date ________

Your Department Chairperson or Faculty Adviser

III. TAKE THIS FORM TO THE WATSON ADVISING OFFICE.

☐ Approved  ☐ Denied ____________________________ Date ________

Watson School Advising Office

COMMENTS:__________________________________________ ______________________________________

IV. STUDENT RETURNS TO ADVISING OFFICE TO PICK UP COMPLETED FORM

*Due to limited space and/or specific entry requirements, certain internal transfers and double degrees must be reviewed and approved by committee. This takes place after end of semester grades are reviewed.
**Engineering Students are not to take courses on a pass/fail grading system unless they wish to take such courses in addition to all degree requirements. CS students have the pass/fail option for 4 free elective credits.

Copies to:  GOLD – Student  PINK – Watson Advising  YELLOW – Department  WHITE- Registrar (or Department for Overload, Internal Transfer, or Double Degree within Watson)
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