

THOMAS J. WATSON COLLEGE OF ENGINEERING AND APPLIED SCIENCE

UNDERGRADUATE GENERAL ACADEMIC PETITION

Last Name: _____ First Name: _____

Student B-Number: _____ Email Address: _____

Major: ___ BME ___ CS ___ EDD ___ ME ___ COE ___ EE ___ ISE

I. This petition is used for requesting the following exceptions to academic policies in the Watson College:

- ☐ **Course Overload.** Must have department and advising approval if CS or GPA below 3.3 or exceeding 22 credits.
State the **total number of credits** you are requesting. Once approved you are responsible for adding the extra course(s).
- ☐ **Request for Watson Internal transfer** (subject to committee review.)
- ☐ **Any exception to academic policies** (including changing grading option after withdrawal deadline) or curriculum modification. Must have faculty approval.
- ☐ Student wishing to take a **Graduate course for Undergraduate credit.** Must have faculty approval.
- ☐ **Double degree within Watson College only.** (subject to committee review)
- ☐ **Change of Catalog Year.** Requires faculty advisor signature

Please state below the **EXACT DETAILS** of your request and the **REASONS** for making this request. For course Overload, please list all classes and their credits.

Student's Signature _____ Date _____ GPA _____

II. SECURE THE APPROPRIATE SIGNATURES:

☐ Approved ☐ Denied _____ Date _____

Instructor Signature (only needed for changing grading options and undergraduate credit for grad course)

☐ Approved ☐ Denied _____ Date _____

Your Department Chairperson or Faculty Advisor

III. TAKE THIS FORM BACK TO WATSON ADVISING OFFICE

☐ Approved ☐ Denied _____ Date _____

Watson College Advising Office

Comments: _____

Notes for Registrar (office use only)	
☐ Scan into Student Record	☐ Exception made in Degree Works