

**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)