



EXTRAMURAL PETITION

Students wishing to take a required course through independent study must fill out an "Extramural Petition." Extramural Petitions are approved only by a vote of the Faculty Petition Committee.

PETITION PROCEDURES

Petition Deadline:

Must be approved one month prior to the scheduled registration day as stated in the catalogue.

Student Responsibilities:

1. Obtain the "Extramural Petition" form from the Registrar's Office.
2. Meet with the professor to:
 - * arrange fulfillment of all requirements for the course as determined by the professor
 - * obtain the professor's signature
3. Submit the completed petition to the Academic Dean who will bring the petition to the faculty committee.
4. If the petition is granted, **register** for the course during registration week.

Completion Deadline:

All written research papers and other work must be completed on the last day of classes of the same term, and any final exam must be completed by the end of the examination period of the same term.

Failure to meet the above deadline will automatically result in an "F" for the course.

Name of Petitioner: _____ Term: _____

Course Number & Title: _____

Professor: _____

Reason for Petition: _____

I (*student or professor*) have read and agree to comply with the above requirements.

Student's signature

Date

Professor's signature

Date

FACULTY ACTION

Petition granted (complete and on time)

Date Submitted: _____

Petition not granted because: _____

Student's GPA: _____
