



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 by the start of the first day of the class.

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 (attach any documentation to this form, if applicable).
3. Submit the completed and signed petition to the Academic Dean who will bring the petition to the faculty committee.
4. If the petition is granted, see registrar for course registration.

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

Date Submitted: _____ Student's GPA: _____

Petition granted (complete and on time)

Petition not granted because: