

PROCESS	FORM NEEDED	SIGNATURES REQUIRED
Core substitutions/exceptions	Petition	Advisor, Core Director
Major substitutions/exceptions	Petition	Advisor, Program Director (if applicable), Chair <i>*Note - Advisor/Program Director signatures sufficient for interdisciplinary programs with no chair</i>
Minor substitutions/exceptions	Undergraduate Petition or Email Confirmation	Program Director of Minor (if applicable) or Chair
Add a Credit to a Course	Petition	Advisor, Course Instructor
Add/Drop - Exceptions after deadlines have passed	Add/Drop Form	Advisor, Instructor, AVP for Retention & Student Success <i>*Late adds to internships permitted with approval of advisor and Director of Internships</i>
Request to change from BA to BS	Petition	Assoc. VPAA, in consultation with Chair and Dean
Extensions of Incomplete Grade Request	Petition	Instructor, Dean <i>*Dean of the school where the course resides</i>
Independent Study Request	Independent Study/ Tutorial Form	Faculty Supervisor, Department Chair <i>*GPA requirement changed to 2.5, no exceptions</i> <i>*Department Chair where the course resides</i>
Overload	Petition	Advisor and Chair <i>*Chair of student's Major department</i>
Pass/Fail Request	Pass/Fail Form	Instructor, Advisor
Repeating a Course More than Once (taking a class for the third time)	Petition	Advisor, Chair <i>*Chair of the department where the course resides</i>
Science Repeats (if <b>do not</b> meet college policy guidelines)	Petition to Take Supplemental Science Courses	Instructor, Chairperson, Dean
Seniors taking Graduate-level Courses	Petition	Advisor, Graduate Program Director, Dean <i>*Dean of the school where the course resides</i>
Substitutions/Waivers for PE requirement	Petition	Athletics Director <i>*Core Director approval required only in cases of true waiver with no substitution</i>
Time Conflicts	Petition	Instructors of both courses and Assoc. VPAA
Tutorial Request	Independent Study/ Tutorial Form	Faculty Supervisor and Chair <i>*GPA requirement changed to 2.5; Chair can approve exceptions</i>
Re-Admits		AVP for Retention & Student Success
CARF's		Dean
Grade Changes	<i>Change of Grade form</i>	Instructor, Dean (of school in which course resides)
Late Grades		Registrar, then Dean, then VPAA
Academic Standing		AVP for Retention & Student Success <i>*Recommend Deans rotate participation; consider adding Enrollment Mgt. representative</i>
Graduate Probation		Asst. Registrar with Assoc. VPAA