



THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN

UNDERGRADUATE ACADEMIC PETITION

Name: _____ I.D. Number: _____ Date: _____

Mailing Address: Street/Box: _____
City: _____ State: _____ Zip: _____

Phone: _____ Major: _____

Year of Catalog Under Which Graduating: _____

Please consider my request that:

Student's Signature

Recommendation of Faculty Advisor:

Advisor's Signature: _____ Date: _____

Other Recommendation as Appropriate (i.e. Dept. Chair

Signature: _____ Date: _____

All Petitions Require the Approval of the Dean of the Student's Major

This request is: Approved Denied Approved as Stated Below

Signature: _____ Date: _____

Petitions of Education Certification or Endorsement Requirements Also Require the Approval of the Dean of Education.

This request is: Approved Denied Approved as Stated Below

Signature: _____ Date: _____



Undergraduate Academic Petition

Purpose: The purpose of this petition is to document for undergraduate students:

- Approved exceptions to undergraduate scholastic requirements printed in the catalog, including degree requirements, for an individual student.
- Approved interpretations of academic regulations. For example, prior approval that a particular course taken by correspondence will meet a specified requirement before the student registers for the course.
- Approved minor modifications of the student's degree plan.

Graduate students **should not use** this petition form. There is another form for graduate petitions which can be obtained from the Office of Graduate Studies.

The Petition Process: Normally, the petition process starts with the student's major advisor. The student should meet with his/her advisor and complete a degree plan. A degree plan may also document exceptions and interpretations of academic regulations. If exceptions and/or interpretations are noted on the degree plan and the plan is appropriately filed with the Registrar, a petition form will not be needed.

To modify a filed degree plan or document interpretations and exceptions prior to filing a degree plan, the student should complete the Undergraduate Academic Petition. The student should then gain the faculty advisor's recommendation. Either the student or the advisor may then forward the petition to the student's dean for approval.

Depending on the nature of the petition, the dean and/or the faculty advisor may request an additional recommendation. Such a recommendation may be noted where it reads "Other Recommendation as Appropriate". The College of Arts & Sciences requires the department chair to review a petition before it goes to the college's dean.

Required Approvals: All petitions require the approval of the dean of the college or school of the student's major field. Undecided or undeclared undergraduate majors require the signature of the dean of the College of Arts & Sciences.

Petitions regarding teacher certification requirements or educational endorsement programs require the approval of the dean of the School of Education as well as the dean of the student's major.

Copies: The dean giving the final approval or denial for a request should photocopy the request and send copies to the following:

The Original goes to the Registrar's Office for the student's official file;

One copy will go to the Registrar's Office for a Petitions File;

One copy will be given or sent to the student; and

One copy will go to the student's faculty advisor or appropriate office for inclusion in the student's advising file.

With few exceptions, you are entitled on your request to be informed about the information U. T. Permian Basin collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U. T. Permian Basin correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that U. T. Permian Basin collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.
