

School of Engineering & Computer Science (ECS)

Petition Process

What is a petition?

A request for approval of a deviation from the curriculum for one of the following reasons:

- Course Substitution
- Petition B or Better in EGR 1301/1302
- Course Overload (enrolling in more than 18 credit hours)
- Course Audit
- Concurrent Enrollment
- Graduate Course as an Undergraduate
- Reschedule Final Exams (3 exams in the same day)
- CLEP in the Last 30 hours
- Course Repetition
- General Academic Petition
- Repeat a course with a previous grade of "B" or higher
- Repeat a course with a previous grade of "C"
- Repeat a course with a previous grade of "F" or "D"
- Last 30 hours in residence
- Enroll a course pass/fail
- Academic Appeals Policy and Procedure

Where do academic petitions originate?

- Equivalent Course Tool (incoming students, transfer students, summer course at different university)
- Academic Advisor within the School of Engineering and Computer Science
 - Then, goes to the Chair of the Department
 - Then, goes to the Associate Dean of Undergraduate Studies
 - If approved, is processed in the Registrar's Office
- The Chair of the Department
 - Then, goes to the Associate Dean of Undergraduate Studies
 - If approved, is processed in the Registrar's Office

What is the process for each of the petitions listed above?

Course Substitution Credit

- Must be done BEFORE any courses are taken at other institutions to ensure transfer credit
- Internal Courses: Advisor; Chair of Major; Associate Dean of Undergraduate Programs
- External Courses: submit the request online:
<http://www.baylor.edu/registrar/index.php?id=86532>

- student initiates petition by collecting the detailed syllabus for the course in question, and fills out the petition, being sure to indicate what modification to the degree plan is desired, along with justification

Petition B or Better in EGR 1301/1302

- Visit an academic advisor in engineering to discuss petition
- Fill out the petition, **along with a strong justification** to why you should continue in engineering or retake EGR 1301/ 1302.
- The petition is then submitted to the academic advisor
- The academic advisor then submits it to the engineering departments for review
- If approved or denied, you will be notified by your academic advisor

Course Overload (enrolling in more than 18 credit hours)

- Visit an academic advisor for overload petition form
- Fill out petition, along with justification
- Advisor will send to the Chair of the Department, then to the Associate Dean of Undergraduate Studies
- If the Associate Dean of Undergraduate Studies approves, then overload petition is sent to Registrar's Office

Course Audit

- Can only be requested by a non-major
- Course audit form must be filled out by student
- Student takes the form to the instructor of record and then sends to the Associate Dean of Undergraduate Studies for review
- If the Associate Dean of Undergraduate Studies approves, then the form is sent to Registrar's Office

Concurrent Enrollment

Student initiates petition by collecting the detailed syllabus for the course to be taken concurrently, and fills out the petition, being sure to indicate what policy waiver is desired, along with **strong** justification:

- Visit an academic advisor in ECS for the form
- Only justified in event of family emergency or to graduate on time
- Student should have GPA of 3.0 or better
- Student submits it to the academic advisor and then the Chair of the Department for review
- Final approval is needed by the Associate Dean of Undergraduate Studies, then the form is sent to the Registrar's Office

Graduate Course as an Undergraduate

- Student initiates petition clearly stating the justification with faculty member or academic advisor
- Submit petition to Instructor of Record for approval
- Then submit to the Chair of the Department for review
- The Chair of the Department will send to the Associate Dean of Undergraduate Studies for review

- If approved by the Associate Dean of Undergraduate Studies the petition will be sent to the Registrar's Office

Reschedule Final Exams (3 exams in the same day)

- Policy on End of Semester Examinations (p. 33, Undergraduate Catalog): “No final examination may be given on other than regularly scheduled dates unless approved by the appropriate academic Dean. A student with three final examinations scheduled on the same day may appeal to one of the teachers or the appropriate Dean who will reschedule an exam during the final examination period.”

Credit by Examination

- Permission for the examination must be secured from the Chair of the Department
- A student seeking credit by examination during his or her last 30 hours must secure a petition from the Dean of the student's school or college **before** requesting permission from the Chair of the Department.
- Prerequisites for course in which a student is seeking credit must be satisfied prior to examination.
- Grade points are not earned through credit by examination
- Credit may not be earned by examination in any course previously taken for credit or noncredit.
- Residence requirements are not reduced when credit is received for a course through credit by examination
- The academic registration closing date is the last day a student is permitted to establish credit by examination.

Course Repetition

- Students taking courses in the School of Engineering and Computer Science will not be permitted to repeat any course more than once for credit unless permission is granted by the Dean of the School of Engineering and Computer Science or his representative (Associate Dean of Undergraduate Studies).

General Academic Petition

- All academic petitions should originate with an academic advisor within the school and then it will be sent for approval by the Chair of the Department and the Associate Dean of Undergraduate Studies.

Repeat a course with a previous grade of "B" or higher cannot be repeated

Repeat a course with a previous grade of "C"

- The course may be repeated only if permission is granted by the appropriate academic Dean. If such permission is granted, it is governed by the provisions under “Courses taken at Baylor for which the grade is “F” or “D”.
- Student initiates petition clearly indicating the policy waiver being requested, along with justification to an academic advisor
- Then the academic advisor will send to the Chair of the Department for review

- The Chair of the Department reviews and sends to the Associate Dean of Undergraduate Studies
- The Associate Dean of Undergraduate Studies will review and if approved will send to the Registrar's Office

Repeat a course with a previous grade of "F" or "D"

- Students may repeat a course if they earned a grade of "F" or "D". If a course is repeated, it **must be repeated at Baylor** before a course is taken for which the course in question is a prerequisite. See catalog for more information.

Last 30 hours in residence

- Student initiates petition by collecting the detailed syllabus for the course to be taken elsewhere, and fills out the petition, being sure to indicate what policy waiver is desired, along with **strong** justification:
 1. Only justified in event of personal/family emergency (lack of planning on student's part is not a justifiable reason)
 2. Student must have GPA of 3.0 or better
 3. If for an ECS course, **STRONG** justification is required
 4. Student should request help from their academic advisor
 5. Advisor will submit to the Chair of the Department for approval, then the Chair of the Department will send to the Associate Dean of Undergraduate Studies
 6. The Associate Dean of Undergraduate Studies will review and if approved forward to the Registrar's Office

Enroll a course pass/fail

- No ECS courses may be taken pass/fail
- No BU required courses may be taken pass/fail without **STRONG** justification
- A petition form must be filled out by student and they should meet with their advisor to guide them through this process
- Advisor will submit to the Chair of the Department for approval, then the Chair of the Department will send to the Associate Dean of Undergraduate Studies
- The Associate Dean of Undergraduate Studies will review and if approved forward to the Registrar's Office

Academic Appeals Policy and Procedure Bottom of Form

- Any student who believes a Baylor faculty member has treated him or her unfairly with respect to a course for which the student was registered may complain of such alleged unfair treatment involving students' academic work. If the matter involves alleged violation of the University Honor Code, it will be handled through the processes identified under the Baylor University Honor Code. Other academic appeals complaints will be heard through the following process:
 1. Conference with Faculty Member – The student shall set forth his or her complaint in a written statement that details the circumstances giving rise to the complaint. The student shall give a copy of the statement to the faculty member and attempt to discuss and resolve the matter with the faculty member.

2. Appeal to the Chair of the Department - If the complaint is not resolved to the satisfaction of the student, he or she shall have the right to appeal such matter to the Chair of the Department (or to the Dean of the school if the complaint is against the Chair of the Department or if the school is not organized into departments). The Chair of the Department (or Dean) must be given a copy of the written complaint.
3. Appeal to the Dean – If the complaint is not resolved to the satisfaction of the student by the Chair of the Department, he or she shall have the right to appeal such matter to the Dean of the school or his or her designee. In order to consider the appeal, the Dean must be given a copy of the written complaint.
4. Appeal to the Executive Vice President and Provost – If the complaint is not satisfactorily resolved by the Dean of the school, then the student shall have the right to appeal such matter to the executive vice president and provost or his or her designee. After review, the executive vice president and provost may refer such matter to the academic appeals committee.
5. Appeal to the Academic Appeals Committee
 - *Function* – The function of the academic appeals committee is to hear student complaints of alleged unfair treatment by members of the faculty. The committee shall receive complaints only by referral from the executive vice president and provost and shall not otherwise receive or hear complaints.
 - *Composition and Appointment of the Committee* – The academic appeals committee is appointed by the President of the University and consists of eleven members-nine faculty members and two students.
 - *Hearing Before an Academic Appeals Committee Hearing Panel* – At this point in the process, the Chair of the academic appeals committee shall select a hearing panel consisting of five members-three faculty members and two students-from members of the larger committee to hear the complaint. The hearings panel shall arrange a conference between the parties involved and attempt to arbitrate the matter. At least three members of the panel (two faculty members and one student) shall participate in any meeting with the parties involved. The meeting shall be informal and private and conducted for the purpose of resolving the matter to the agreement of both parties.
 - *Appeals Committee Recommendation* – If such a resolution agreeable to both parties is not reached, then the hearing panel shall make a recommendation concerning the disposition of the appeal to the executive vice president and provost.

For specific questions regarding the ECS petition process, email Dr. Michael Thompson at ECS_Student_Services@baylor.edu.