

## UNDERGRADUATE- WHICH PETITION TO CHOOSE?

Petition Type	Petition Description
"Change of Major within FHS"	Use this request if you want to change your major within FHS. Students wishing to transfer from one major to another may do so only <b>after they have completed two full semesters of work in their current major</b> . This request should be submitted after the semester grades are issued, and within one week after the end of that semester.
Co/Pre-requisites	Use this request to register for a course along with its prerequisite or without its prerequisite.
Completion of Minor	Completion of minor
Course Equivalence	Use this request if you want to get course equivalence or credit transfer for courses completed <b>at other institutions</b> . Credits alone may be transferred; grades are not transferable. This petition should be submitted after taking the course. The course syllabus and an official transcript from the university where the course was taken should be attached.
Delete Semester	Due to medical situation where the student needs to delete his registration for the current term
Incomplete Request	Use this form to request an incomplete grade for a course if you have missed or will be missing its final exam or deadline for submission of the final paper. The request should be submitted before the date of the final exam/ deadline of the final paper, or within two weeks from that date. You will need to attach all supporting documents and justify the reason(s) behind your request. Make sure to discuss your request with the course instructor.
Extension of Incomplete	Use this request if you have failed to complete the final exam, or failed to submit papers or projects in lieu of the final exam, within the first four weeks of the beginning of the next regular semester for which the incomplete was approved. Make sure you enter the CRN code or select the course and section.
Intention to Fulfill a Minor	<b>Intention to Fulfill a Minor</b>
Late Delete - Late Add	Use this request if you have missed the drop and add period for technical or other reasons (personal or medical). Note that in the case of late delete, the course will be deleted from your transcript. This is be used only the first week after drop and add.
Course Withdrawal	Use this request if you have missed the deadline for withdrawal or if you need to withdraw from a course that will result in <b>a course underload</b> for medical or other reasons. Note that the course will appear as a "W" on your transcript.
Overload Underload	Use this request if you need to register for an underload or overload of credits.  In a regular semester, UG students can register for a minimum of 12 credits and a maximum of 18 credits (9 credits in the summer semester). If students <b>want to go below 12 or over 18 credits</b> (9 credits in the summer semester), their request must be approved by the respective Committee.  Please make sure to select the proper type so that it can be promptly directed to the appropriate committee.