

## Hankamer School of Business Petition Process

Type	Form	Where to Submit Form	Conditions	Estimated Time for Review
<b>Audit</b>	Email your advisor	N/A	May not be taken for subsequent credit; Approval of instructor required	Approximately 2-3 business days
<b>Concurrent Enrollment</b>	N/A	N/A	Permitted in Summer only; No approval necessary	N/A
<b>Course Drop</b>	<a href="#">Course Drop Request Form</a>	Complete form online	Form to be used after last day to drop without advisor's approval until last day to drop; Deadline is March 29 <sup>th</sup>	Approximately 1-2 business days
<b>Course Substitution</b>	Email your advisor	N/A	Varies according to circumstances	Approximately two weeks
<b>Graduate Course as Undergraduate</b>	<a href="#">Graduate-Level Course Petition Form</a>	Professor of graduate class signs it electronically; submit it electronically to the Undergraduate Programs Office	See form for conditions; May not count towards both Undergraduate and Graduate degree requirements	Approximately 2-3 business days
<b>Overload</b>	Email your advisor	N/A	<ul style="list-style-type: none"> <li>• 19 hours - "B" average on all courses and for immediately preceding semester <u>or</u> 3.25 GPA for preceding semester <u>or</u> last term senior;</li> <li>• 20-21 hours must meet above criteria and receive special approval</li> </ul>	Approximately 2-3 business days
<b>Pass/Fail</b>	Email your advisor	N/A	Not in Major or Minor or basic degree requirements	Approximately 2-3 business days
<b>Repeat of a "C" or Higher</b>	N/A	N/A	Not allowed in the Business School	N/A
<b>Reschedule Final Exams</b>	<a href="#">HSB Petition to Reschedule Final Exam</a>	Complete and submit to Foster 130 or email to <a href="mailto:Victoria_Grubic@baylor.edu">Victoria_Grubic@baylor.edu</a> for approval before contacting professor about changing exam	3 or more exams scheduled on the same day	Approximately 2-3 business days
<b>Special Studies</b>	<a href="#">HSB Special Studies Request Form</a>	Complete form; Obtain Department Chair Signature; turn into Undergraduate Programs Office (Foster 130)	Requires Department Chair and Dean's approval; Department must provide course number	Approximately 3-4 business days
<b>Study Abroad Petition</b>	<a href="#">Study Abroad Form for Pre-Business Students</a>	Once email is processed and approved, student will be emailed further directions	Required for <u>Pre-Business students only</u> ; No deposits can be made until petition approved	Approximately 4-7 business days

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<b>Suspension &amp; Policy Appeals</b>	Email reason for request with any supporting information or documentation to <a href="mailto:HSBAppealCommittee@baylor.edu">HSBAppealCommittee@baylor.edu</a>	Email request only; No appeals may be made in person or by phone	Student must document in writing so all members of the committee can review	Approximately 5-12 business days
<b>Transferring Over 15 Hours</b>	Email your advisor	N/A	Up to five courses may be transferred post-matriculation	Approximately 2-3 business days

For questions regarding the petition process, contact [Chad\\_Shearn@baylor.edu](mailto:Chad_Shearn@baylor.edu).