

## 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;<br>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).