

Hankamer School of Business Petition Process

Type	Form	Where to Submit Form	Conditions	Estimated Time for Review
Audit	Email your advisor	N/A	May not be taken for subsequent credit; Approval of instructor required	Approximately 2-3 business days
Concurrent Enrollment	N/A	N/A	Permitted in Summer only; No approval necessary	N/A
Course Drop	Course Drop Request Form	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 th	Approximately 1-2 business days
Course Substitution	Email your advisor	N/A	Varies according to circumstances	Approximately two weeks
Graduate Course as Undergraduate	Graduate-Level Course Petition Form	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
Overload	Email your advisor	N/A	<ul style="list-style-type: none"> • 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; • 20-21 hours must meet above criteria and receive special approval 	Approximately 2-3 business days
Pass/Fail	Email your advisor	N/A	Not in Major or Minor or basic degree requirements	Approximately 2-3 business days
Repeat of a "C" or Higher	N/A	N/A	Not allowed in the Business School	N/A
Reschedule Final Exams	HSB Petition to Reschedule Final Exam	Complete and submit to Foster 130 or email to Victoria_Grubic@baylor.edu for approval before contacting professor about changing exam	3 or more exams scheduled on the same day	Approximately 2-3 business days
Special Studies	HSB Special Studies Request Form	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
Suspension & Policy Appeals	Email reason for request with any supporting information or documentation to HSBAppealCommittee@baylor.edu	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
Transferring Over 15 Hours	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).