

## Procedures for Basic Program and/or Credit Limit Increase

<http://www.engineering.iastate.edu/student-services/academic-standards/>

**Student's Name (Please print):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Students are expected to abide by the established policies and procedures of the College and University (see ISU catalog at <http://catalog.iastate.edu/>). However, **for extenuating circumstances beyond the student's control**, the student may request a policy waiver.

### A request for a waiver must include:

1. A typed statement of petition from the student clearly explaining why an exception to the policy should be granted. **In the first sentence of the petition**, indicate specifically what is being requested (**eg. Basic Program Extension or Credit Limit" Increase**)
2. Supporting documentation for the extenuating circumstance (if the situation involves medical and/or health related circumstances, provide supporting documentation from a medical professional). Please be aware that **delay of graduation is not an approved" extenuating circumstance**
3. A statement from the student's academic adviser. The adviser does not have to concur with the request, but should offer information related to the student's petition and details on discussions/interactions with the student.
4. Adviser must also include an internal transcript
5. Policy waiver form that includes student's ID number and signature.
6. **Adviser consolidates all pages into one PDF file and for Credit Limit Increase submit via**

**Workday and for Basic Program extension petition submit to EC1 Inbox**

The **materials within one PDF file** must be provided before a decision will be made by the Engineering Academic Standards Committee. Students and Advisers are responsible for updating information submitted if there are changes.

\_\_\_\_\_  
*Student's signature*

\_\_\_\_\_  
*ID Number*

\_\_\_\_\_  
*Date*