

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 e-mail to: ec1@iastate.edu**

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