

Registration Violations, Waivers & Academic Petitions

FOR UNDERGRADUATE STUDENTS ONLY

S.No	Reason	Need Approval From
100/200 Level Courses		
1	JR student <i>delaying 100 level</i> course	Chairman + Dean, Admissions & Registration
2	SR student <i>delaying 100/200 level</i> course	Chairman + Dean, Admissions & Registration
3	JR Student wants to <i>drop 100 level</i> course	Chairman + Dean, Admissions & Registration
4	SR Student wants to <i>drop 100/200 level</i> course	Chairman + Dean, Admissions & Registration
Out of Major Courses		
5	Student taking <i>more than one out of major</i> courses	Chairman + Dean, Admissions & Registration
COOP Program		
6	Student going to <i>COOP</i> , has <i>Earned Hours < 86</i>	Chairman + College Dean + Vice Rector Academic Affairs
7	Student going to <i>COOP, CGPA < 1.75</i>	Chairman + College Dean + Vice Rector Academic Affairs
8	Student going to <i>COOP, MGPA < 1.75</i>	Chairman + College Dean + Vice Rector Academic Affairs
9	Student going to <i>COOP, 1.75 ≤ CGPA < 2.0</i>	Chairman + College Dean + Assistant Dean Student Affairs
10	Student going to <i>COOP, 1.75 ≤ MGPA < 2.0</i>	Chairman + College Dean + Assistant Dean Student Affairs
11	Student taking <i>COOP in last term</i>	Chairman + College Dean + Vice Rector Academic Affairs
Summer Training		
12	Student going to <i>Summer Training, CGPA < 2 OR MGPA < 2 OR Both</i>	Chairman + College Dean + Vice Rector Academic Affairs
13	Student going to <i>Summer Training</i> , has <i>Earned Hours < 65</i>	Chairman + College Dean + Vice Rector Academic Affairs
14	Student taking <i>Summer Training in last term</i>	Chairman + College Dean + Vice Rector Academic Affairs
Under load		
15	Student <i>Course Load < 12 (Under load)</i> for the <i>first time</i>	Chairman
16	Student <i>Course Load < 12 (Under load)</i> from the <i>second time onwards</i>	Chairman + College Dean + Vice Rector Academic Affairs
Over load		
17	<i>Good Standing Graduating</i> Student with <i>CGPA > 2</i> is allowed to register <i>21 Credit Hours in Regular term & 9 Credit Hours in Summer term</i>	Chairman
18	<i>Good Standing</i> Student with <i>CGPA > 3</i> is allowed to register <i>21 Credit Hours in Regular term</i>	Chairman
19	<i>Good Standing</i> Student with <i>CGPA > 2</i> is allowed to register <i>21 Credit Hours in the Regular term preceding his Summer Graduation Term</i>	Chairman
20	<i>Academic Warning</i> or <i>Probation Student</i> is allowed to register between <i>16-17 Credit Hours</i>	Chairman
21	<i>Academic Warning</i> or <i>Probation Student</i> is allowed to register between <i>18-19 Credit Hours</i>	Chairman + College Dean
Substitution and Electives		
22	<i>Course Substitution</i>	Chairman + College Dean + Vice Rector Academic Affairs
23	Student taking a <i>General, Technical, or Free Elective</i> outside the approved list	Chairman
21	Student taking <i>Major Elective</i> outside the approved list	Chairman + College Dean + Vice Rector Academic Affairs
22	Course <i>Prerequisite, Corequisite</i> (Student wants to take a course without the prerequisite or corequisite)	Chairman(student) + Chairman(course) + College Dean (course)
23	Course <i>Standing Violation</i> (Student wants to take a course of higher class standing and difference is less than 7 Credit Hours)	Chairman
24	Course <i>Standing Violation</i> (Student wants to take a course of higher class standing and difference is 7 Credit Hours or more)	Chairman + College Dean + Vice Rector Academic Affairs
25	Student wants to take a course with departmental restrictions (Courses offered by department for Outside Major department)	Chairman of the department offering the course + Student's Major Department Chairman
Final Examination Conflict		
26	Conflict of <i>Final Examination Schedule</i> between 2 courses	Course Instructor + Chairman (along with department stamp)
Changing from Summer Training option to COOP option or VICE VERSA		
27	Student Changing his program from <i>Summer Training to COOP</i> (for <i>ICS, ISE, CISE, ARE, COE, CP</i> departments only)	Need Memo from the Chairman
Transfer Credit		
28	Student requesting a <i>transfer of credits</i> taken at <i>another University</i>	College Council (College Dean)
Preparatory Year English Courses Waiver		
29	Student requesting <i>Preparatory Year English courses Waiver</i> based on TOEFL or IELTS Results	Director, Preparatory Year English Program + Assistant Dean, Preparatory Year Affairs