



## **The Petroleum Institute**

# **Academic Advising Manual**

This Academic Advising Manual provides academic advisors with the essential information, guidelines and procedures necessary to assist them with advising all matriculated undergraduate students. The Advanced University Placement Program has its own academic advising procedures.

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## **I. What is Academic Advising?**

Academic Advising is an integral aspect of academic progress, and a shared responsibility between the student and the academic advisor. Every student at the Petroleum Institute will be assigned an academic advisor. Academic Advisors provide students with information on academic requirements, campus resources, and future professional plans. Additional individuals may be assigned to assist a student in achieving and maintaining good academic standing. Advisees are responsible for meeting with their academic advisor, familiarize themselves with the Academic Policies, abide by the regulations outlined in the Academic Advising Policy, and ensure that their academic record is accurate and up-to-date.

## **II. Academic Advisor Responsibilities**

1. Provide information on academic requirements towards obtaining a degree.
2. Assist with a student's registration record, including:
  - a. Resolving scheduling challenges such as full class sections, lack of pre-requisite courses, and/or potential conflicts.
  - b. Advising on a suitable course load compatible with the student's academic ability and personal circumstances.
  - c. Providing information on frequency of course offerings.
  - d. Introducing the Degree Audit system and monitoring progress towards completing the degree.
3. Monitor students' academic progress towards graduation, including:
  - a. Explaining academic policies and procedures.
  - b. Preparing a study plan that assists students to successfully complete their degree in a timely manner.
  - c. Assisting students in maintaining a good academic standing.
4. Direct students to available on-campus resources, support services and activities.
5. Advise students on career plans and/or graduate studies, including:
  - a. Assistance with graduate school selection, application, and field of specialization.
  - b. Advise on career paths, resources for resume writing and interview preparation.

Academic Advisors are encouraged to refer advisees to the various campus offices or individuals who might provide further information or support.

## **III. Advisee's (Student) Responsibilities**

1. Familiarize him/herself with the Petroleum Institute's academic policies, academic program, degree requirements, student rights and responsibilities.
2. Consult his/her academic advisor on issues related to registration record and academic standing.
3. Seek guidance from the academic advisor and other individuals within and outside their academic program.
4. Request regular appointments with the academic advisor to discuss academic progress towards graduation, career plans and/or graduate studies.
5. Take responsibility for decisions and actions as they affect academic progress.

#### **IV. Assigning Academic Advisors**

Students are assigned Academic Advisors by the Academic Program Chair (or designee) based on their cumulative grade point average (CGPA) and/or total earned credit hours, or additional criteria specified by the Academic Program. The Advising Coordinators are encouraged to consult with the College of Arts and Sciences Academic Advisors with regard to Freshman advising. The Academic Program will also determine the ratio of academic advisors to advisees.

1. Freshman Students: Students with less than 30 credits are assigned an Academic Advisor as follows:
  - a. First Time Freshman Students with no Credit: Students exiting the Advanced University Placement (AUP) Program are assigned to a College of Arts and Sciences Academic Advisor based on a list of newly matriculated students submitted by the Office of the Registrar to the Dean of the College of Arts and Sciences (or designee).
  - b. Direct Entry Freshman Students: Direct-entry Freshman students are assigned to a College of Arts and Sciences Academic Advisor based on a list of newly matriculated students submitted by the Office of the Registrar to the Dean of the College of Arts and Sciences (or designee).
  - c. Freshman with Specific College Credit: Newly matriculated Freshman students with course credits in CHEM181 and PHY241 are assigned an Academic Advisor from the College of Arts and Sciences who, in turn, consults with an Academic Advisor from the student's designated academic program prior to registration.
2. Sophomore Level and Above Students: Students with at least 29 credits are assigned an Academic Advisor by the Academic Program's Chair (or designee) based on a list submitted by the Office of the Registrar.
3. Students who Change Majors: Students who change majors are assigned an Academic Advisor by the new major's Academic Program Chair (or designee) as indicated on the completed 'Major, Advisor and Catalog Year Change' Form.
4. Students declaring a Minor: Students with a declared minor are assigned a Minor Advisor by the Minor's Academic Program Chair (or designee) as indicated on the completed 'Minor, Advisor and Catalog Year Declaration' Form. The Minor Advisor is encouraged to consult with the student's Advising Coordinator in regards to the student's advising and academic progress, especially prior to registration. (pending approval of the minors)
5. 'At Risk' Students: Students are identified as 'at risk' by the individual's academic program. In addition to their academic advisors, 'at risk' students may be assigned additional advisors and/or student counselors and required to participate in special academic achievement programs.
6. Transfer Students: Students who are admitted with college credit from other academic institutions are assigned an Academic Advisor from the College of Arts and Sciences who, in turn, consults with the Advising Coordinator from the student's designated academic program prior to registration.

## **V. Advising Guidelines Based on Academic Standing**

At the end of each regular semester, a degree student's academic standing is assessed based on the accumulated total quality points, cumulative grade point average (CGPA), and the semester grade point average (SGPA). Students will be advised according to their academic standing as follows:

1. Students in Good Standing: Students must register for and maintain a minimum of 12 credit hours and a maximum of 18 credit hours per semester unless fewer credit hours are approved by the Provost (or designee). If a student is advised to enroll in more than 19 credit hours, then permission must be granted by the Provost (or designee). Students must also maintain a minimum SGPA of 2.0 and a CGPA of 2.0, otherwise the student will receive an 'Academic Warning' from the Office of the Registrar. Falling below 12 credit hours without permission from the Provost (or designee) will affect the student's academic standing and a notification letter shall be issued by the Office of the Registrar. The student's plan of study should be adjusted accordingly.

2. Students Receiving an Academic Warning: Students must register for and complete at least 12 credit hours, unless fewer credit hours are approved by the Provost (or designee). To return to 'Good Standing,' the student must achieve a minimum SGPA of 2.0 and a CGPA of 2.0, otherwise the student will be put on 'Academic Probation.' Falling below 12 credit hours without permission from the Provost (or designee) will affect the student's academic standing and will result in the student being put on 'Academic Probation.' The student's plan of study should be adjusted accordingly.

3. Students on Academic Probation: Students on probation may register for no more than 13 credit hours for the next semester of enrollment, or 4 credit hours in a summer session. Only the Academic Advisor of a student on academic probation will be allowed to add courses, drop courses, or register the student.

One of the below outcomes will occur at the end of a regular semester in which a student is on 'Academic Probation':

- a. If the SGPA and CGPA is 2.0 or greater, the student will return to 'Good Standing' and follow the appropriate guidelines therein.
- b. If the CGPA is less than 2.0 and the SGPA is 2.0 or greater, the student will continue on 'Academic Probation.'
- c. If both the SGPA and CGPA are less than 2.0, the student shall be suspended. However, this sanction will not be applied at the end of a summer session. Students with Junior and Senior status will be placed on 'Academic Probation' following any regular semester in which the cumulative grade point average falls below 2.0.

4. Suspended: A suspended student is not eligible to attend the Petroleum Institute during the period of suspension nor will credit hours taken at other schools during this period be accepted by the Institute. A suspended student may enroll in classes at the Petroleum Institute by submitting a 'Resume Studies' Form to the Office of the Registrar. The Academic and Financial Appeals Committee will review the 'Resume Studies' request after the period of suspension is

completed and make its recommendations to the Provost (or designee). If approved, the student will be placed on 'Academic Probation' and will follow the appropriate guidelines therein.

5. Dismissed Students: Dismissed students are not allowed to register for courses or participate in any of the Institute's activities.

6. Re-Admitted Students: A student who has been dismissed must submit a petition which clearly states the reasons why he/she should be re-admitted. Appeals for re-admission after dismissal will be considered by the Academic Appeals and Financial Committee on a case-by-case basis. The Committee will make its recommendation to the Provost (or designee). If approved, the student will be placed on 'Academic Probation' and will follow the appropriate guidelines therein.

## **VI. Registration Process**

The Office of the Registrar will announce in advance the Advising and Early Registration Period and will impose a 'block' on students' registration in CAMS with the result that students will not be able to enroll in any course. In turn, Academic Advisors should announce their advising hours to their advisees ahead of the advisement period.

1. Students in Good Academic Standing: Students will meet with their Academic Advisor to discuss their academic progress, review their study plan and agree on the list of courses they will register for in the following semester or session. The Academic Advisor will remove the 'block' after completing the advising session. Students may proceed to register during the assigned registration period depending on their academic level.

2. 'At Risk' Students: Students will meet with their Academic Advisor to discuss their academic progress, review their study plan and agree on the list of courses they will register for the following semester or session. The Academic Advisor will remove the 'block' after completing the advising session. Students may proceed to register during the assigned registration period depending on their academic level. However, the Academic Advisor will verify the registration record of the 'at risk' student prior to the conclusion of the Add and/Drop Period, make any necessary changes, and reinstate the 'block' on a student's registration record in the case of students who have received an 'Academic Warning' or are placed on 'Academic Probation.'

## **VII. Adjusting Registration Records**

The Office of the Registrar will announce in advance the Add and/Drop Period as well as the deadline for withdrawal without penalty. Prior to the beginning of the Add/Drop period of each semester, the Office of the Registrar will provide the Advising Coordinators with an 'Academic Standing Change Report.' If the student's academic standing changes prior to Add/Drop period or if they are identified as 'at risk' students by their Academic Program, then the respective Advising Coordinator will then adjust the 'block' status for each student and their advising record accordingly.

Change of academic standing after the Spring semester will not affect a student's summer registration unless the student is suspended or dismissed.

Students who wish to adjust their current semester or session registration should meet with their Academic Advisors to discuss their intent as follows:

1. Students in Good Standing: These students should meet with their Academic Advisor to discuss the consequences of adding and/or dropping or withdrawing from a course prior to adjusting their registration record. If the student's remaining credit hours falls below 12 credit hours, then permission must be granted by the Provost (or designee) prior to adjusting the student's registration record. Falling below 12 credit hours without permission from the Provost (or designee) will affect the student's academic standing and will result in placing the student on 'Academic Probation.' The student's plan of study should be adjusted accordingly.

a. Add and/or Drop Courses and Changing Course Sections: Upon meeting with the Academic Advisor, a student may proceed with adjusting his/her registration record.

b. Withdraw from a Course: Upon meeting with the Academic Advisor, a 'Withdrawal from a Course' Form must be completed and submitted to the Office of the Registrar. The Academic Advisor may proceed with adjusting the student's registration record on CAMS.

2. Students Receiving an Academic Warning: These students should meet with their Academic Advisor to discuss the consequences of adding and/or dropping or withdrawing from a course prior to adjusting their registration record. If the student's remaining credit hours falls below 12 credit hours, then permission must be granted by the Provost (or designee) prior to adjusting the student's registration record. Falling below 12 credit hours without permission from the Provost (or designee) will affect the student's academic standing and will result in placing the student on 'Academic Probation.' The student's plan of study should be adjusted accordingly.

a. Add and/or Drop Courses and Changing Course Sections: Upon meeting with the student, the Academic Advisor may proceed with adjusting the student's registration record on CAMS.

b. Withdraw from a Course: Upon meeting with the Academic Advisor, a 'Withdrawal from a Course' form must be completed and submitted to the Office of the Registrar. The Academic Advisor may proceed with adjusting the student's registration record on CAMS.

3. Students on Academic Probation: These students should meet with their Academic Advisor to discuss the consequences of adding and/or dropping or withdrawing from a course prior to adjusting their registration record. If the student's remaining credit hours falls below 12 credit hours, then permission must be granted by the Provost (or designee) prior to adjusting his/her registration record. Falling below 12 credit hours without permission from the Provost (or designee) will affect the student's academic standing and will result in placing the student on "Suspension." The student's plan of study should be adjusted accordingly.

a. Add and/or Drop Courses and Changing Course Sections: Upon meeting with the student, the Academic Advisor may proceed with adjusting the student's registration record on CAMS.

b. Withdraw from a Course: Upon meeting with the Academic Advisor, a 'Withdrawal from a Course' Form must be completed and submitted to the Office of the Registrar. The

Academic Advisor may proceed with adjusting the student's registration record on CAMS.

## VIII. On-Campus Resources

### 1. References:

a. **Academic Catalog:** This publication is under the authority of the Office of the Registrar. It includes academic calendar and official contact information, admission and transfer requirements, academic programs and on-campus support services, academic policies and procedures, degree and graduation requirements, course offerings and requirements, appeals and grievance procedures, student rights and responsibilities, and list of full time faculty and their academic qualifications.

b. **Student Handbook:** This publication is under the authority of the office of Student Affairs. It includes academic policies and progress towards graduation, student support services and on-campus resources, appeals and grievance procedures, and student rights and responsibilities.

c. **Academic Policies:** All current Academic Policies are available on the PI website at <http://www.pi.ac.ae/facu.php>.

d. **Degree Audits:** Each student is automatically assigned a 'degree audit' form on CAMS corresponding to his/her 'Catalog of Record.' This is the official list of courses a student should complete towards receiving a degree. The form also provides an accurate account of a student's completed, in progress and pending courses.

### 2. Offices:

a. **Academic Programs:** The Academic Program is responsible for overseeing the implementation of the program's curriculum in terms of course sequencing, substitution and degree requirements. The Academic Program Chair (or designee) is responsible for upholding the academic policies and procedures.

b. **Center for Learning and Teaching Excellence (CELTE):** CELTE is a campus-wide unit focused on enhancing undergraduate science, technology, engineering and mathematics (STEM) education. The Center offers faculty seminars, workshops and events, and links to useful material related to the teaching of science, technology, engineering and mathematics.

c. **Counseling and Internship Office:** This office provides guidance to students in terms of their rights and responsibilities, both in terms of their academic performance and conduct.

d. **Office of the Registrar:** This office is in charge of maintaining the student's official file to include all biographical data, enrolment and academic records. It also provides faculty and students with current information on the academic calendar, catalog and policies.

e. **Writing Centers:** The Communication department offers students tutorial support to help them to develop their academic and professional writing skills through Writing Centers located in the Communication Centers. The Communication Centers are in Room 4-101 (for male students) and Room 8-241 (for female students).

## IX. Frequently Arising Requests and Issues

Requests and Issues	Is there an Override?	Who has authority	Process	Policy #
Pre-Requisite or Co-Requisite Not Met	No	N/A	N/A	N/A
Class Size Limit	No	N/A	Only Program Chair or designee can increase the class caps. No exceptions for individual students.	N/A
Time Conflict	No	N/A	N/A	N/A
Exceed 19 Credit Limit	Yes	Registrar	Add/Drop/Withdrawal form completed and approved by the academic advisor and Program Chair. Registrar determines eligibility.	Policy Pending
Exceed Academic Standing Maximum Hours	No	N/A	N/A	PIP 3250
Register Below or Drop Below 12 hours	Yes	Provost or designee <i>(Main Campus)</i>  WISE Director <i>(Arzanah)</i>	Add/Drop/Withdrawal form signed by student, academic advisor, and Provost or designee or WISE Director	PIP 3250
Override Academic Actions (Suspension, Dismissal, Termination)	Yes	Provost <i>(upon review of Academic Appeals Committee recommendations)</i>	Student must submit “ <i>Academic Appeals / Request to Resume Studies</i> ” form to the Appeals Committee. The Committee sends recommendation to Provost. Provost to make final decision.	PIP 3250
CAMS Holds	Yes	Concerning Department	Student must contact appropriate department to resolve hold. Department removes the hold or notifies the Registrar’s Office to remove it.	N/A
Exceed Repeat Limit	Yes	Provost	Student must submit written appeal to Provost. Upon written approval from Provost the limit may be exceeded.	PIP 3100
Change Catalog of Record	Yes	Registrar <i>(upon approval of the academic advisor and Program Chair)</i>	Student must submit “ <i>Major/Advisor &amp; Catalog Year Change</i> ” form to the advisor. The Academic Program submits approved form to the Registrar’s Office.	PIP 3100
Degree Audit Overrides	Yes	Registrar <i>(upon approval of the Academic Program)</i>	Student must get “ <i>Add/Drop/Withdrawal</i> ” form approved by the academic advisor and Program Chair. Written permission must be sent to the Registrar’s Office.	N/A
Drop of Co-requisite	Yes	Registrar <i>(upon approval of the academic advisor)</i>	Student must get the “ <i>Add/Drop/Withdrawal</i> ” form approved by the academic advisor. The Academic Program submits approved form to the Registrar’s Office.	N/A
Change of Major before successful completion of Engineering Success Seminar	Yes	Registrar <i>(upon approval of the academic advisor)</i>	The student must complete the “ <i>Major, Advisor, and Catalog Year Change</i> ” form and have the academic advisor signature. The approved form must be submitted to the Registrar’s Office.	Policy Pending

## X. Appendices

### a. Definitions

The following definitions are included to clarify the various terms used in the PI Academic Policies and implemented on CAMS. For further clarification, please contact the Office of the Registrar at [registraroffice@pi.ac.ae](mailto:registraroffice@pi.ac.ae).

**Academic Advisor:** The individual faculty member assigned to monitor a student's academic progress.

**Academic Probation:** Continued unsatisfactory progress towards graduation. If a student during the next semester of enrollment after receiving 'Academic Warning,' obtains a SGPA or CGPA below 2.0 or he/she fails to complete at least 12 credit hours, unless fewer credit hours are approved by the Provost (or designee), the student is placed on 'Academic Probation'. 'Academic Probation' will appear on the student's permanent academic record.

**Academic Warning:** Unsatisfactory progress towards graduation. Any semester, in which a student's SGPA or CGPA falls below 2.0 or the student fails to complete 12 credit hours (unless less credit hours are approved by the Provost or designee), the student will be placed on 'Academic Warning.' 'Academic Warning' will not appear on the student's permanent academic record.

**Add/Drop:** Adjusting a student's course enrollment or schedule for a semester or session by adding or deleting a course(s), and/or changing a course section.

**Advising Coordinator:** The main contact person in a particular academic program responsible for overseeing academic advising in that program.

**At Risk Students:** Students who require additional advising and supervision. These include, but are not limited to, students who received warning letters or are on academic probation. Students in good academic standing but with borderline CGPAs may also be considered as 'at risk' students.

**Block:** A restriction that prevents the student from registering for courses or adjusting his/her schedule.

**Degree Student:** A students who has completed or has been exempted from all AUP courses, also referred to as 'Matriculated Student.'

**Dismissal:** Student is prohibited from re-enrolling at the Petroleum Institute. A student returning from 'Suspension' will be dismissed from the Petroleum Institute if he/she achieves a SGPA below 2.0 or fails to successfully complete 12 credit hours in any of the following two semesters unless fewer credit hours were approved by the Provost (or designee).

**Full Time Student:** A student who is registered for a minimum of 12 credits during a regular semester.

**Good Standing:** Satisfactory progress towards graduation, while maintaining a minimum SGPA of 2.0 and a minimum CGPA of 2.0.

**Leave of Absence:** Withdrawal from a semester of study due to personal circumstances.

**Matriculated Student:** A student who has completed or has been exempted from all AUP courses, also referred to as 'Degree Student.'

**Minor Advisor:** The individual faculty member responsible for advising a student towards completing their minor requirements.

**Non-Matriculated Student:** A student who is enrolled in the Advanced University Placement (AUP) Program.

**Part Time Student:** A student who is registered for less than 12 credits during a regular semester.

**Re-Admitted Students:** Continued enrollment after 'Dismissal' is overturned.

**Resume Studies:** Continued study after a 'Leave of Absence' or 'Suspension.'

**Returning Students:** Students returning from suspension or dismissal after having received official approval to recommence their studies.

**Suspension:** Further enrollment is not permitted for one or more semesters. A student on 'Academic Probation' who fails to achieve a SGPA or CGPA of 2.0 or successfully complete at least 12 credit hours will be suspended for one semester, unless fewer credit hours were approved by the Provost (or designee). A 'Resume Studies' request must be submitted and approved after the completion of the suspension period.

**Transfer Student:** A student who began undergraduate studies at another institution and successfully transferred credit to the PI.

**Withdrawal:** Officially removing oneself from a course or the PI during the withdrawal period by submitting the appropriate forms.

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**b. Advising-Related Forms**

The following forms are used in various stages of the academic advising process and be accessed at <http://www.pi.ac.ae/facu.php>. For further inquiries, please contact the Office of the Registrar at [registraroffice@pi.ac.ae](mailto:registraroffice@pi.ac.ae).

Form 1: 'Course Add/Drop/Withdrawal' Form

Form 2: 'Major, Advisor and Catalog Year Change' Form

Form 3: 'Transfer Credit/Approval' Form

Form 4: 'Temporary/Permanent Withdrawal' Form

Form 5: 'Academic Appeals/Resume to Study' Form

Form 6: 'Request to Graduate' Form

Form 7: 'Degree Audit' Form

Form 8: 'Minor, Advisor and Catalog Year Declaration' Form (pending approval of minors)

**THE PETROLEUM INSTITUTE**  
**THE REGISTRAR'S OFFICE**  
**Course Add/Drop/Withdrawal Form**



Please read the instructions given below and complete this form neatly and carefully. Return the completed form to the Registrar's Office by the published deadlines for adding/dropping and withdrawing courses. For complete withdrawal for one semester or permanent withdrawal from the Institute, use the "Temporary / Permanent Withdrawal Request" form.

Student ID Number	Name (First, Middle, Last)	
College Level	Major	Cumulative GPA
Registration Semester/Year	Number of Credits Registered	Mobile Number

**Please tick your request:**

- 1. Add a Special Topics / Research Topics Course or a course requires instructor prior approval and cannot be added online through CAMS student portal. Course instructor and Academic Advisor approvals are required.
- 2. Add a course by exceeding the maximum course load (19 Cr. Hrs). Cumulative GPA should be  $\geq 3.0$  and the request should be submitted for Registrar approval after endorsed by the Program Chair. If approved, student can register up to 22 Cr. Hrs.
- 3. Drop/withdraw a course resulting below the minimum course load (12 Cr. Hrs). Must be approved by the Provost or Designee. *Ref: Academic Policy # 3250 items # 6.1.1 and 6.1.3*
- 4. Withdraw from a course after add/drop period with a "W" grade. Academic Advisor approval is required. *Ref: Academic Policy # 3250 Item # 6.3.2.1*
- 5. Add a course that is not part of the following catalog. Instructor and Program Chair's approvals are required.

Add/Drop/Withdraw (circle one)			Course Code & No	Section No	Course Name	Cr. Hr
Add	Drop	Withdraw				
Add	Drop	Withdraw				
Add	Drop	Withdraw				
Add	Drop	Withdraw				
Add	Drop	Withdraw				
Add	Drop	Withdraw				
						No. of credit hours registered after this requested change

**Justification:** \_\_\_\_\_

\_\_\_\_\_  
 Student Signature/Date (Required for all)

**Remarks/Comments:** \_\_\_\_\_

\_\_\_\_\_  
 Approved by: Academic Advisor (Required for all)

\_\_\_\_\_  
 Instructor Approval for Special/Research Topics Courses (required for item 1&5)

**Remarks/Comments:** \_\_\_\_\_

\_\_\_\_\_  
 Approved by: Program Chair (required for item 2,3 & 5)

\_\_\_\_\_  
 Approved by Provost or Designee  
 (Required for dropping/withdrawing below the minimum credit hour limits only)

\_\_\_\_\_  
 Approved by: Registrar (required for item 2)

\_\_\_\_\_  
 CAMS updated by and Date

**THE PETROLEUM INSTITUTE**  
**THE REGISTRAR'S OFFICE**  
**Major, Advisor And Catalog Year Change Form**



This form is used to declare/change your major, catalog year and/or program advisor. Any of these changes may affect scholarship, enrollment status, degree requirements, degree planning needs, graduation timeline, and other Institute-related business. You are strongly recommended to thoroughly review program requirements with your advisor prior to requesting changes.

<hr/>	<hr/>
Student ID Number	Name (First, Middle, Last)
<hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile Number	Did you successfully complete ENGR 103 Course?

**MAJOR CHANGE**

Current Major: \_\_\_\_\_

New Major: \_\_\_\_\_

\_\_\_\_\_ Student's Signature      \_\_\_\_\_ Date

Please note: Changing your major could result in an advisor reassignment, thus you should contact New Program Chair Office before you complete the following sections.

**PROGRAM ADVISOR CHANGE**

Current Advisor: \_\_\_\_\_

New Advisor: \_\_\_\_\_

\_\_\_\_\_ Program Office Signature      \_\_\_\_\_ Date

**CATALOG YEAR CHANGE**

Current Catalog Year: \_\_\_\_\_

New Catalog year: \_\_\_\_\_

\_\_\_\_\_ Advisor's Signature \*      \_\_\_\_\_ Date

\* If changing your major, then your new advisor should sign this section. Otherwise, your current advisor should sign.

Please return to the Registrar's Office upon completion



**THE PETROLEUM INSTITUTE  
THE REGISTRAR'S OFFICE**

**Temporary / Permanent Withdrawal Request Form**



STUDENT WITHDRAWAL REQUEST (To be completed by the student/guardian)		
<input type="text"/>	<input type="text"/>	
Student ID Number	Name (First, Middle, Last)	
<input type="text"/>	<input type="text"/>	<input type="text"/>
College Level	Major	Mobile Number
<input type="checkbox"/> One Semester Withdrawal (Leave of Absence)		
Semester Withdrawn: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year: _____		Expected Semester of Return: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____
Reason for withdrawal:		
<input type="checkbox"/> Permanent Withdrawal from the Petroleum Institute		
Reason for withdrawal:		
_____ Student's Signature / Date		_____ Guardian's Signature / Date

STUDENT CLEARANCE (To be completed by the staff)			
The student is requested to visit the following departments to return the relevant materials.			
Department	Confirmed By	Signature	Date
Academic Program			
Dormitories & Transportation			
Recreation & Health Education			
Internship & Counseling			
Library			
Independent Learning Center (ILC)			
Information Technology (IT)			
Finance (fee paying student)			
The Registrar's Office			

TIME AND GRADE OF WITHDRAWAL (To be completed by the Registrar's Office)
<input type="checkbox"/> Before the withdrawal deadline - Student will receive "W" grade
<input type="checkbox"/> After the withdrawal deadline - Student will receive "F" grade

FOR THE PROVOST
_____ Signature
_____ Date

Please return to the Registrar's Office upon completion

**THE PETROLEUM INSTITUTE  
THE REGISTRAR'S OFFICE**

**Academic Appeals/Request to Resume Studies Form**



**STUDENT INFORMATION**

_____		_____	
<b>Student ID Number</b>	<b>Name (First, Middle, Last)</b>		
_____		_____	_____
<b>College Level</b>	<b>Major</b>	<b>Mobile Number</b>	
_____		_____	_____
<b>Last Registration Semester/Year</b>	<b>Academic/Enrollment Status</b>	<b>Last Semester GPA</b>	<b>Cumulative GPA</b>

**APPEAL (please state reasons briefly why should you be reinstated):**

Attach documentary evidence, if any, to substantiate your appeal.

_____	_____
Student's Signature/Date	Guardian's Signature/Date

**FOR OFFICIAL USE ONLY**

**APPEALS COMMITTEE DECISION AND REMARKS:**

ENDORSEMENTS OF THE COMMITTEE					
MEMBER	MEMBER	MEMBER	MEMBER	DEPUTY CHAIR	CHAIR
Date:	Date:	Date:	Date:	Date:	Date:

**APPROVED BY THE PROVOST**

\_\_\_\_\_

Signature/Date

Please return to the Registrar's Office upon completion

**THE PETROLEUM INSTITUTE**  
**THE REGISTRAR'S OFFICE**  
**Request To Graduate Form**



Upon Completion, the Program Office should return this request form to the Registrar's Office no later than the deadline which is published at the Academic Calendar.

TO BE COMPLETED BY THE STUDENT			
Student ID Number	Name (First, Middle, Last)		
Mobile	Major		
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year: _____
Expected Graduation Semester			
_____		_____	
Student's Signature		Date	

TO BE COMPLETED BY THE PROGRAM	
_____	_____
Advisor's Signature / Date	Program Chair Signature / Date

TO BE COMPLETED BY THE REGISTRAR'S OFFICE	
_____	_____
Receipt Date of the request form	Signature

Petroleum Institute

10/24/2010

Degree Audit Setup Report

Page 1 of 4

Program: Chemical Engineering

Degree: Bachelor of Science

Revision Term: Fall 2009

Program Name: Chemical Engineering

Min Credit Req: 138.00 Min. Program GPA: 2.00

Requirement Name: GE Requirements - CE

Min Credit Req: 55.00 Min Requirement GPA: 2.00

CHEM - GE Course Group						Required		
Min. Credit Req: 8.00						Min. Group GPA: 1.00		
Required	Credits Apply	Transfer Apply	Equivalent Apply	PreReq Required	Course Name	Credits	Min Pts.	
Y	Y	Y	Y	N	CHEM131La b	0.00	0.00	
Y	Y	Y	Y	N	CHEM131Le c	4.00	1.00	
Y	Y	Y	Y	N	CHEM161La b	0.00	0.00	
Y	Y	Y	Y	N	CHEM161Le c	4.00	1.00	

COMM - Course Group						Required		
Min. Credit Req: 8.00						Min. Group GPA: 1.00		
Required	Credits Apply	Transfer Apply	Equivalent Apply	PreReq Required	Course Name	Credits	Min Pts.	
Y	Y	Y	Y	N	COMM101Le c	4.00	1.00	
Y	Y	Y	Y	N	COMM151Le c	4.00	1.00	

H&SS Courses (GE) for All Programs						Required		
Min. Credit Req: 6.00						Min. Group GPA: 1.00		
Required	Credits Apply	Transfer Apply	Equivalent Apply	PreReq Required	Course Name	Credits	Min Pts.	
Y	Y	Y	Y	N	H&SS111Lec	3.00	1.00	
Y	Y	Y	Y	N	H&SS251Lec	3.00	1.00	

MATH - Course Group - CE / PE						Required		
Min. Credit Req: 14.00						Min. Group GPA: 1.00		
Required	Credits Apply	Transfer Apply	Equivalent Apply	PreReq Required	Course Name	Credits	Min Pts.	
Y	Y	Y	Y	N	MATH111Le c	4.00	1.00	
Y	Y	Y	Y	N	MATH161Le c	4.00	1.00	
Y	Y	Y	Y	N	MATH212Le c	3.00	1.00	
Y	Y	Y	Y	N	MATH261Le c	3.00	1.00	

Other GED requirements - All Discipline						Required		
Min. Credit Req: 4.00						Min. Group GPA: 1.00		
Required	Credits Apply	Transfer Apply	Equivalent Apply	PreReq Required	Course Name	Credits	Min Pts.	
Y	N	N	Y	N	COMP100Le c	0.00	1.00	
Y	Y	Y	Y	N	ENGR103Le c	1.00	0.00	
Y	Y	N	Y	N	PEEG151Lec	3.00	0.00	