How to Use the Independent Academic Work Petition Form

Instructions for Students:

The petition process must be initiated by the student requesting independent academic work.

1. On page one, type your name and Morgan State email address into the form. Disregard the other data boxes on this page. Click "Begin Signing."
2. You will receive a verification code by email from DocuSign. Use this code to continue with the process. Click on the link embedded in the email.
3. Click "Continue." If you have not used this process before, you may also need to click the box acknowledging the electronic signature disclosure.
4. Fill out the requested information (i.e., your student ID number, classification—whether you are a Junior or Senior, major, G.P.A., course code number and name, semester, year, the meeting day(s) and time(s), and your professor's name).
5. Note that you must meet with the professor for three 50-minute periods a week (or the equivalent) for a 3-credit class. The days/times of your meeting may not conflict with other courses on your schedule or courses the professor is teaching.
6. After completing the top section, your form will be reviewed and forwarded to your professor if you meet the eligibility criteria for independent academic work.
7. Upon completion of the process (or if your petition is nullified), you will receive notification by email from DocuSign. If your petition is approved, the Registrar's staff will manually enroll you in the class within about one to three business days.

After reading the above instructions, you are now ready to proceed to the form. It is online at this link:
https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=fff0d911-4f99-4e76-8424-e55a74573f3b

Important Notes: Petitions must be completed during the normal registration period or the add/drop period. To appeal eligibility criteria or deadlines, use the IAW Appeal Form at this link: https://www.morgan.edu/academic-affairs/forms

Instructions for Faculty:

1. You will receive an email message from DocuSign altering you to the existence of a Petition for Independent Academic Work. Click the link embedded in the email message to access the document.
2. Enter your name and ID number. Then, indicate whether or not you are willing to instruct the student.
3. If you agree to instruct the student, upload a copy of the syllabus. Please note that the meeting time(s), the term, and the meeting location (e.g., a building and classroom or an indication that the meeting will be online) must be typed into the body of the syllabus.
4. Sign the document regardless of whether or not you agree to instruct the student.

Instructions for Chairs/Deans:

1. Indicate whether or not you approve the petition. Please sign the form regardless of whether you approve or do not approve the petition.