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. Effective November 2025, the form is located in the Student Dashboard in Websis.

Before beginning the form, you should ensure you meet eligibility criteria, and you should be prepared to fill out the requested information (i.e., your student ID number, course code number and name, semester, year, your proposed meeting day/s and time/s, and your professor's name).

Note that you must typically meet with the professor for three 50-minute periods a week (or the equivalent) for a 3-credit class during a Fall/Spring term. Some courses will require extra hours. See the catalog for details: catalog.morgan.edu. Note that the catalog presumes a Fall or Spring semester. If you are petitioning for a Winter/Summer IAW class, you'll need to meet for more hours each week in order to fulfill MHEC contact hour requirements. The days/times of your meeting may not conflict with other courses on your schedule or courses the professor is teaching.

After completing the top section, your form will be reviewed for correctness and forwarded to your professor, the Chair and the Dean for signature.

After your petition is fully signed, Academic Affairs staff will create a course for you and enroll you in it. **You, yourself, will not need to take any action to register.**
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After reading the above instructions, you are now ready to proceed to the form. It is online in your **Student Dashboard in Websis. Use these instructions to start the form.**

1. Go to Websis Self-Service. Enter your MSU credentials (username and password).
2. Click "Service Requests"
3. Enter your Morgan State University full email only and click continue. There may be a prompt to click "Sign in with your company account". **DO NOT** click "sign in with Google, Microsoft, or Apple".
4. Enter your MSU credentials (username & password) on the landing page.
5. Select "Launch Undergraduate Dashboard"

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Important Notes about Deadlines: Petitions, and supplemental forms such as eligibility waivers and excess credit forms, must be fully signed before the last day to add/drop a class.
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Instructions for Faculty:

You will receive an email message altering you to the existence of a Petition for Independent Academic Work. Click the link embedded in the email message to access the document.

Indicate whether or not you are willing to instruct the student.

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. Sign the document regardless of whether or not you agree to instruct the student.

Instructions for Chairs/Deans:

Indicate whether or not you approve the petition.